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ABSTRACT

This workbook covers all the processes needed to administer the federal direct loan program in schools; it requires familiarity with the basic concepts found in the "Direct Loan School Guide." The eight units of instruction include: Unit 1: an overview; Unit 2: processing loan records, including the EDExpress setup, the processing cycle, and importing origination acknowledgments; Unit 3: mastering promissory notes, including printing and recording and use of the activity log; Unit 4: cash management and calculation of funding needs; Unit 5: disbursements, including the processing cycle, entering and processing data, and disbursement and booking acknowledgments; Unit 6: reconciliation, including importing the direct loan school account statement, comparing records to the database, and exporting loan detail records; Unit 7: loan servicing issues, including the activities of the Loan Origination Center and Loan Servicing Centers, direct loan repayment options, loan consolidation, certification of borrower eligibility and enrollment status, and entrance and exit counseling; and Unit 8: a review section. Eleven appendixes include: a school guide; the direct loan 6-step process; data and measurement tools; systems requirements; disclosure statement; policy update; cash transmittal form; EDExpress edits; a client account phone list; and the direct loan bulletin. (RH)

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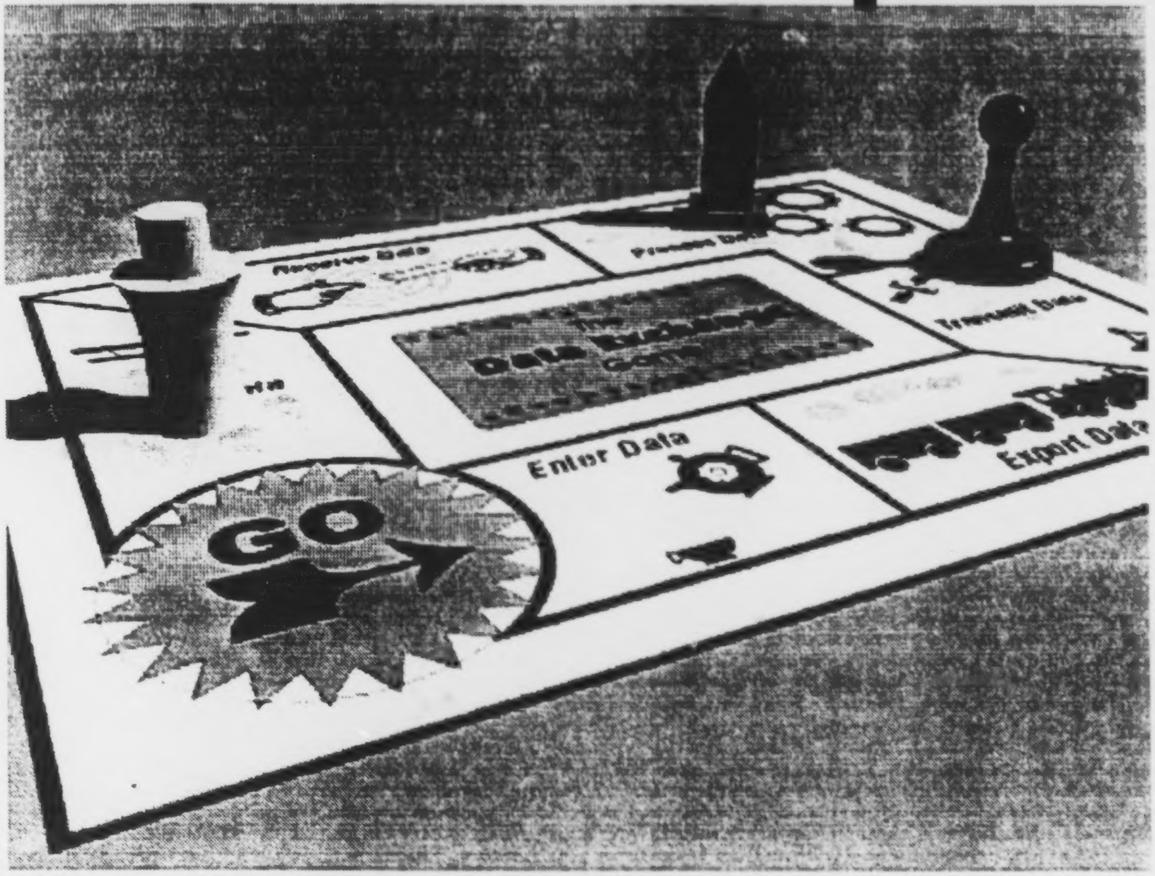
2000-2001 EDExpress


Receive Data
Process Data
Transmit Data
Data Exchange
Enter Data
Export Data
GO

Direct Loan

SFA
UNIVERSITY
STUDENT FINANCIAL ASSISTANCE

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
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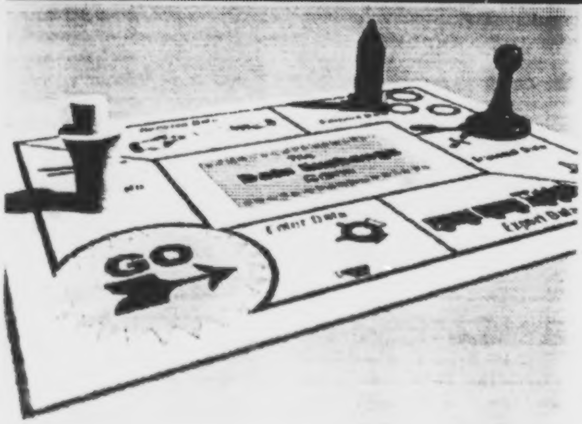
Unit 1



Direct Loan Overview

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Direct Loan - Overview

Objectives

1. Introduce the trainers
2. Identify the major concepts to be covered in the course
3. Explain the use of the provided materials

4

Who are the trainers?

____________________ from ________________________________

____________________ from ________________________________

How can I contact the trainers for follow-up questions?

Phone: ____

Fax: ____

E-mail: ____

Course Concepts

The topics that will be covered in this course include all of the processes that you need to know to be able administer the Direct Loan program at your school Before coming to this class you should have become familiar with the basic roles and requirements of your school and know your school's level of participation in the program The basic concepts for roles and requirements can be found in the *Direct Loan School Guide*

By unit of instruction the topics to be covered are

Unit 2- Processing Loan Records

- EDExpress Setup
- Processing Cycle for Loan Origination Records
- Enter Data – Create Loan Origination Records
- Export Data
- Transmit – Use EDconn32 to send Records
- Process Data - LOC functions
- Receive – Use EDconn32 to Request Records
- Import – Origination Acknowledgments

Unit 3 – Mastering Promissory Notes

- Processing Cycle for the Master Promissory Note
- Enter Data – Printing and Recording Prom Notes
- Export Data – Printing the Prom Note Manifest
- Transmit – Mailing the Prom Notes and Manifest
- Process Data - LOC functions
- Receive – Use of the Activity Log in EDconn32
- Import – Prom Note Acknowledgments

6

Unit 4 – Cash Management

- Calculate Funding Needs

Unit 5- Disbursements

- Processing Cycle for Disbursement Records
- Enter Data – Recording Actual Disbursements
- Export Data
- Transmit – Printing the Activity Log in EDconn32
- Process Data - LOC functions
- Receive – Finish What You Start
- Import – Disbursement and Booking Acknowledgments

Unit 6- Reconciliation

- Import the Direct Loan School Account Statement (DLSAS)
- Compare Records to Database
- Export Loan Detail Records

Unit 7- Loan Servicing Issues

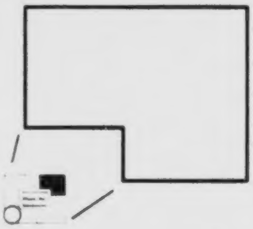
Unit 8 – Apply What You Learned

This is your opportunity to use EDExpress to process a week's worth of Direct Loan data at our imaginary school, The Tri-City College of Astrophotography

Materials

This Training Guide is divided into instructional units with lessons. Each lesson corresponds to a step in the six-step processing cycle. Each Unit focuses on the different types of data used in Direct Loan.

You will be able to identify a lesson by its gameboard graphic. The complete gameboard and description of the six-step process may be found in Appendix A.



Other icons that you will see used in this guide are:

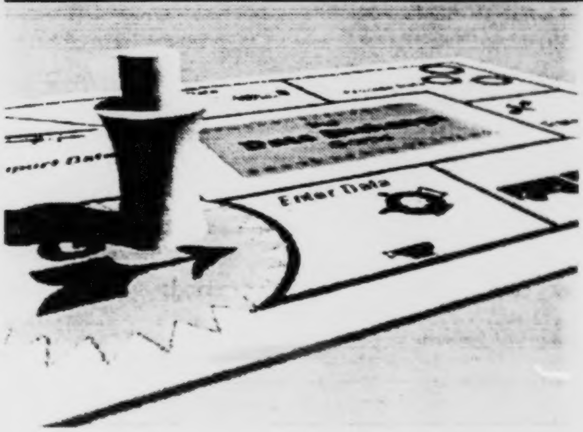
- Notes
- Tips
- Reminders
- References
- New for 2000-2001

Each of these icons refers to the level of participation of your school in the Direct Loan program.

- Standard
- Option 1
- Option 2

Corresponding to the each lesson are slide shows that the instructors will be displaying to highlight points in the guide. You will also be performing exercises at the end of each lesson. Many of these involve the use of EDExpress software to perform an activity demonstrated previously by the instructor. Some of the exercises may involve you doing some thinking and occasionally getting out of your seat to talk to your neighbor. All interaction is encouraged and expected!

Unit 2



Processing Loan Records

Loan Setup

Objectives

At the end of this lesson you should be able to:

1. Setup EDExpress software to fit the needs of your school

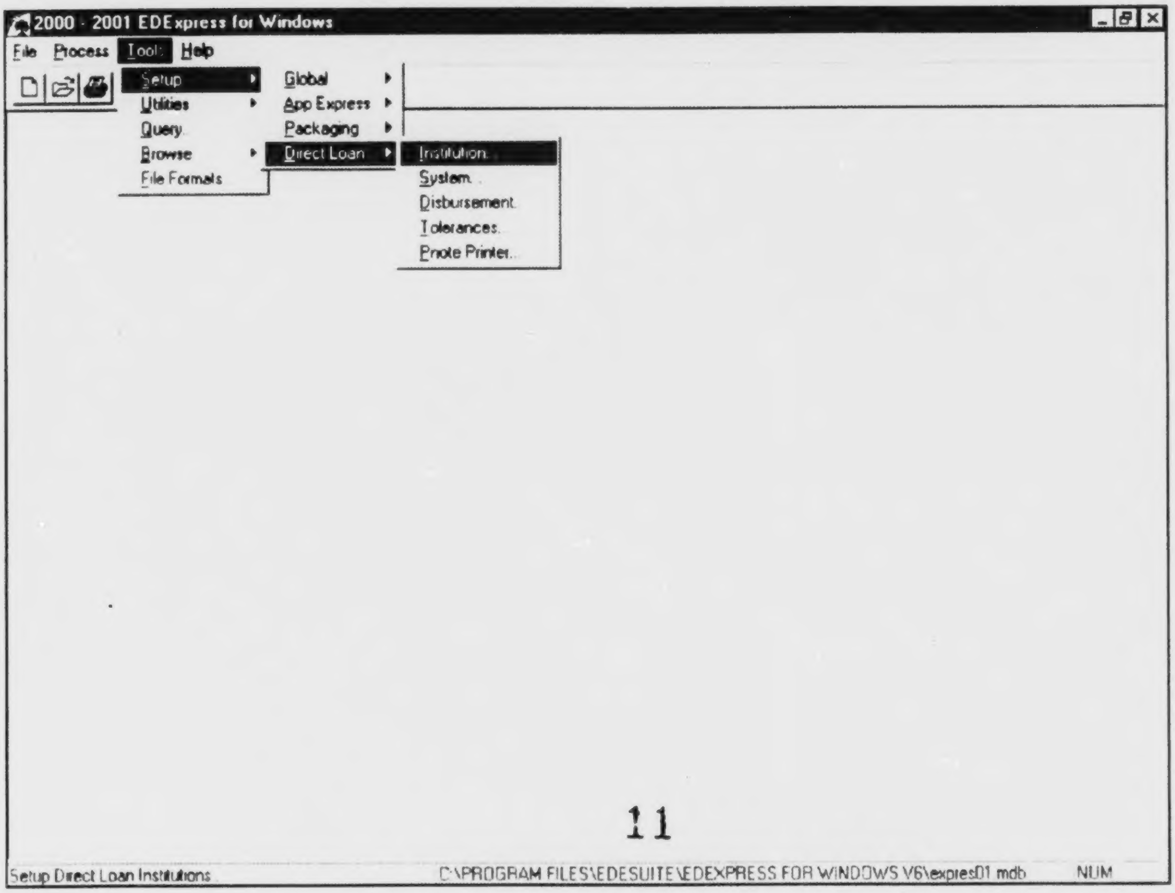
Direct Loan Setup

Before you can begin processing Direct Loans, you must first establish system parameters specific to the Direct Loan module. These include identifying your institution code, setting the print location for Disclosure Statements and promissory notes, and establishing loan periods and disbursement dates.

Institution

For all of the activities involved in creating and managing Direct Loans in EDExpress, you must establish a valid Direct Loan Institution code. You can find this G-Code on the cover letter that you received from Case Management/School Selection Team advising you of your origination level and asking you to sign the Direct Loan addendum. The Institution Setup feature allows you to identify one or more institution codes that you may use to process Direct Loans. The institution codes that you add here are the available codes you use to create disbursement profiles, add and export records, and use to set up your system profile. At a minimum you must add one institution code in the Institution setup.

Select ***Tools/Setup/ Direct Loan/ Institution...*** *from the menu bar*

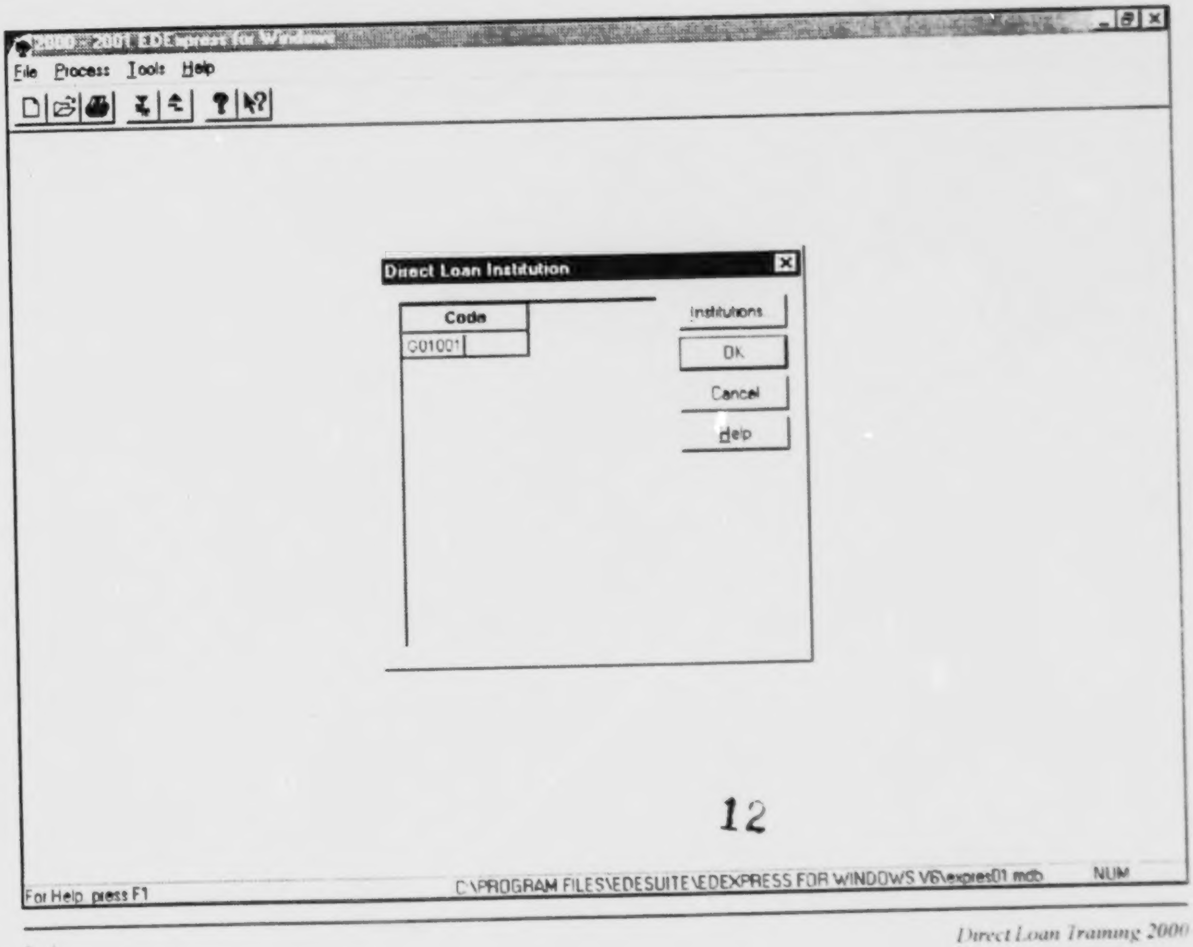

2000 - 2001 EDExpress for Windows
File
Process
Tools
Help
Setup
Utilities
Query
Browse
File Formats
Global
App Express
Packaging
Direct Loan
Institution...
System...
Disbursement...
Tolerances...
Pnote Printer...
Setup Direct Loan Institutions
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb
NUM

*Type a valid Direct Loan Institution Code (**G01001**) or select the code by clicking on the Institutions button. If you need to add more codes, press Enter to create a new row.*

*Click **OK** when finished.*

*Click **OK** again when the records saved box appears.*

Note: Only the G or E code can be selected as your Direct Loan Institution Code.

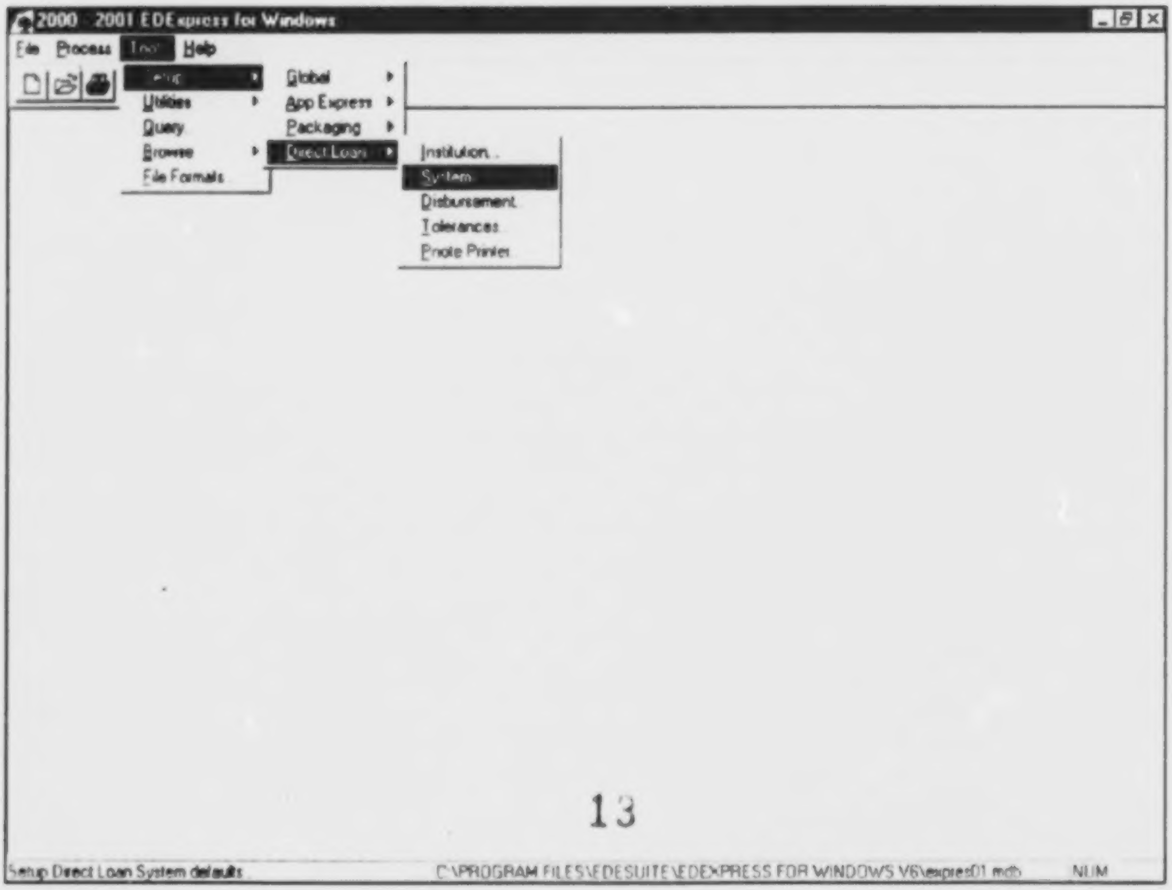

2000 - 2001 EDExpress for Windows
File Process Tools Help
Direct Loan Institution
Code
Institutions
OK
Cancel
Help
For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb
NUM

Code: G01001

System Parameters

The System settings in Direct Loan Setup allow you to define several global parameters for functions used in the Direct Loan module.

*Select **Tools/Setup/ Direct Loan/System...** from the menu bar*


2000 - 2001 EDExpress for Windows
File
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Utilities
Query
Browse
File Formats
Global
App Express
Packaging
Direct Loan
Institution...
System...
Disbursement...
Tolerances...
Pnote Printer...

Setup Direct Loan System defaults

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In this example, we have

Set the number of Prom Notes to print at 3 (the default is 2)

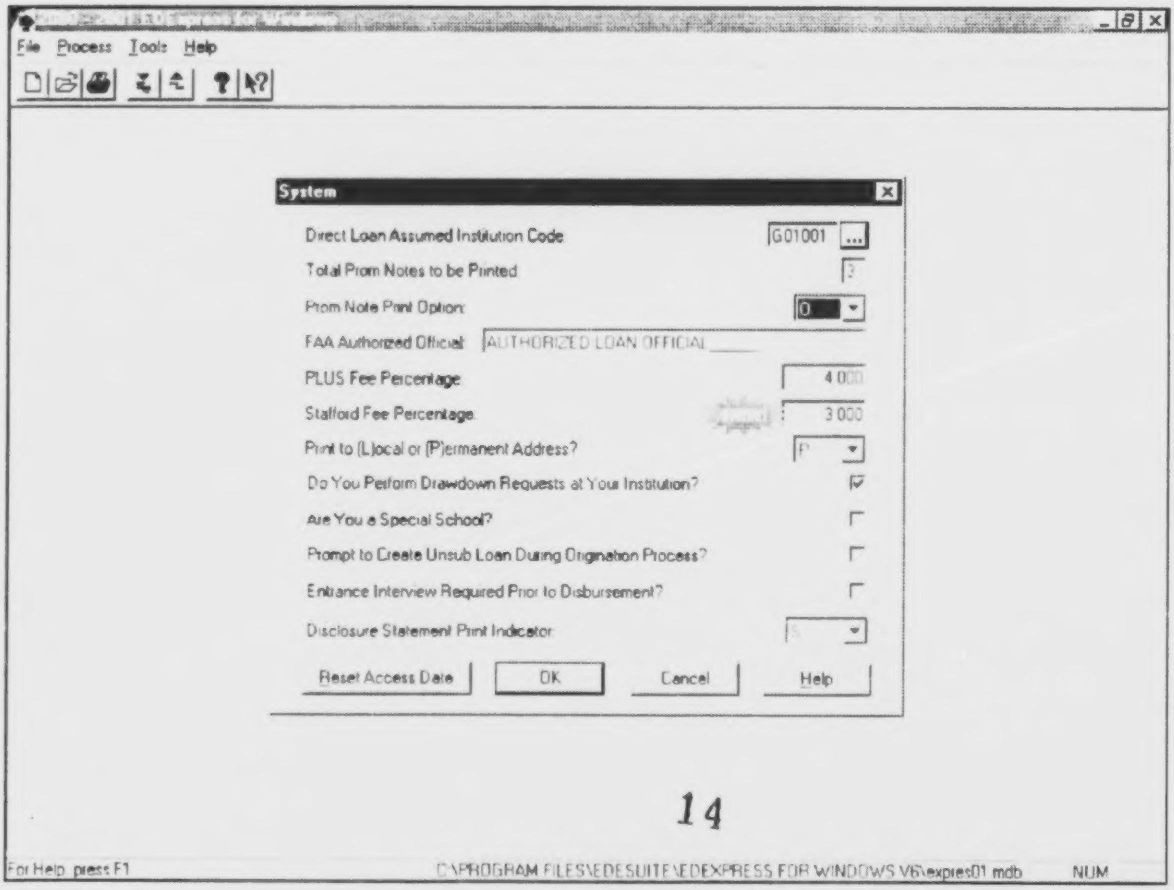
Indicated that the Prom Notes will be printed on site (O)

Used a local address (L) for printing

Type your Direct Loan School Code. The Direct Loan Assumed Institution code is used as the institution code in the batch ID of export batches and as the default code displayed when creating new loan records. If your institution code is set up incorrectly, your batches will be rejected by the Loan Origination Center.

The number of Promissory Notes to be printed can be temporarily changed in the print dialogue box when printing promissory notes.

Note: The Stafford Fee Percentage has changed from 4% to 3% and is reflected in the default value for this field.



Direct Loan Assumed Institution Code: G01001

Total Prom Notes to be Printed: 3

Prom Note Print Option: O

FAA Authorized Official: AUTHORIZED LOAN OFFICIAL

PLUS Fee Percentage: 4.000

Stafford Fee Percentage: 3.000

Print to (L)ocal or (P)ermanent Address?: P

Do You Perform Drawdown Requests at Your Institution? ☑

Are You a Special School? ☐

Prompt to Create Unsub Loan During Origination Process? ☐

Entrance Interview Required Prior to Disbursement? ☐

Disclosure Statement Print Indicator: S

For Help, press F1 C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb NUM

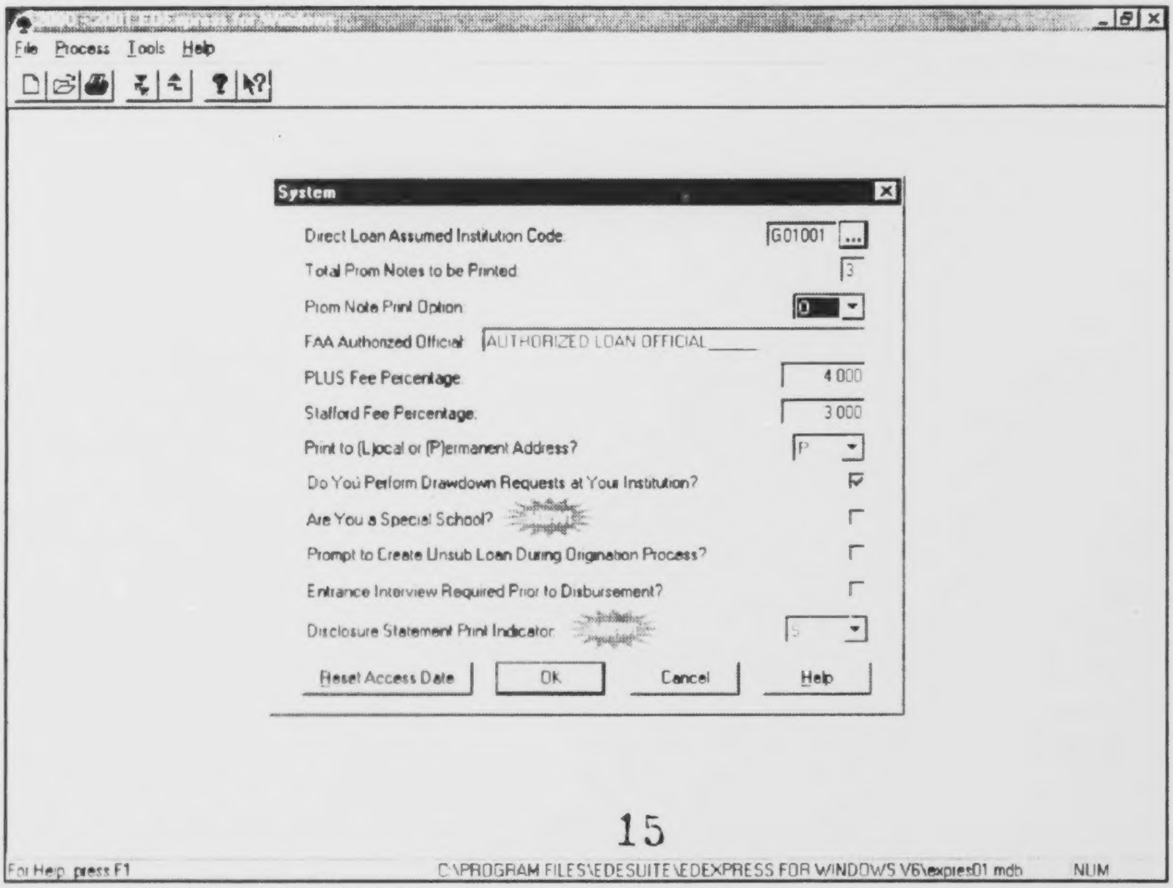
Note If you are an Option 2 school make sure you check the box "Do You Perform Drawdown Requests at Your Institution?"

"The Are You a Special School?" field (formerly Are You an Experimental School?) has been changed to reflect both experimental schools and schools with low default rates.

If you indicate, as we have done here, that the LOC will print your disclosure statements, you can still change the setting within the individual loan record so the disclosure statement will print at your school.

Indicated that the school will perform drawdown requests

Indicated that the LOC will print all Disclosure Statements


File
Process
Tools
Help
System
Reset Access Date
OK
Cancel
Help
For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb
NUM

Direct Loan Assumed Institution Code: G01001

Total Prom Notes to be Printed: 3

Prom Note Print Option: 0

FAA Authorized Official: AUTHORIZED LOAN OFFICIAL

PLUS Fee Percentage: 4.000

Stafford Fee Percentage: 3.000

Print to (L)ocal or (P)ermanent Address?: P

Do You Perform Drawdown Requests at Your Institution? ☑

Are You a Special School? ☐

Prompt to Create Unsub Loan During Origination Process? ☐

Entrance Interview Required Prior to Disbursement? ☐

Disclosure Statement Print Indicator: S

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System Setup Fields

Direct Loan Assumed Institution Code This is your six digit Direct Loan Institution number beginning with a G or E. Multiple codes can be entered in this field, however only one code can actually be selected at a particular time. This is the code that will be included in your Batch IDs and must be setup correctly or your batches will be rejected by the Loan Origination Center (LOC).

Total Prom Notes to be Printed The default amount is 2 notes to be printed. You can select up to 9 copies of the notes to be printed.

Prom Note Print Option This is where you specify where the promissory note will be printed.

O	On-site (Option 1 or Option 2 schools only, using EDExpress)
R	LOC prints and returns to school (Option 1 and Option 2 schools only)
S	LOC prints and sends to borrower (Standard Option schools only)
Z	Reprint at the LOC
F	On-site (Option 1 or Option 2 schools only, not using EDExpress)

FAA Authorized Official Type the name of the school official responsible for the award of financial aid. The name is printed automatically on each paper promissory note manifest.

PLUS Fee Percentage Type the fee percentage you want to use as the default for calculating the net anticipated disbursements for PLUS loans.

Stafford Fee Percentage Type the fee percentage you want to use as the default for calculating the net anticipated disbursements for Stafford Subsidized or Stafford Unsubsidized loans.

Print to (L)ocal or (P)ermanent Address? This field sets the system default for whichever address is used when printing promissory notes.

Do You Perform Drawdown Requests at Your Institution? Check this box only if your school is an Option 2 school. This field will prevent Option 1 or Standard Option schools from entering net actual disbursements (they must enter the gross).

Are You a Special School? OF COURSE YOU ARE! But please only check this box if you are

> An experimental site schools - Schools that have been approved by ED to be exempt from having to post multiple disbursements for a single loan term
>
> A school with low default rates - If your school has a default rate of less than ten percent for each of the most recent three years for which rates have been calculated, you may disburse a loan in one disbursement if the loan period is not more that one quarter, one semester, one trimester, or four months
>
> If your school has a cohort default rate of less than five percent for the most recent fiscal year, you are exempt from the multiple disbursement requirement and the delayed disbursement requirement for any loan made to a student to cover the cost of attendance in a study abroad program approved by the home eligible institution

Prompt to Create Unsub Loan During Origination Process? Click this checkbox if you want EDExpress to prompt you to generate an Unsubsidized Stafford record automatically when originating a Subsidized Stafford record

Entrance Interview Required Prior to Disbursement?: Mark the checkbox if your school would like to track the completion of entrance interviews in the EDExpress software If this box is checked, EDExpress requires the entrance interview flag on the Demo tab to be checked before saving an actual disbursement for a first year (grade level = 01 or 02) student

Disclosure Statement Print Indicator This field sets the default Disclosure Statement print location for Stafford loan records with 12 or less nonzero anticipated disbursements

S	LOC Prints (sends to borrower)
O	On-site (school prints and sends to borrower)

Reset Access Date EDExpress records the PC system date every time you use the software If your PC system date the last time you used EDExpress is later than the current system date, the software gives you an error message and you are not able to perform Direct Loan functions If you have this problem, call Direct Loan Customer Service for assistance in using the Reset Access Date function

Disbursement Profiles

Your disbursement profile contains all of the loan periods and anticipated disbursement dates

- Set up at least one disbursement profile before you can add loan records
- Assign a code to each loan period
- Use this code when you create loan records
- The software will update the loan record with the appropriate loan period
- The anticipated disbursement dates will be updated during the process of origination

You may have as many disbursement profile records as necessary Many schools create a disbursement profile for different student groups that have similar loan periods and anticipated disbursement dates For example, you might establish two profile records for freshmen: one for first-time freshmen to account for the 30-day delay and another for returning freshmen

If you are importing loan records into EDExpress from another module (App Express or Packaging) or from an external source (mainframe), you can assign a disbursement profile to the import file Plan a separate import for each disbursement profile you want to assign For example, you can import your undergraduate students with one disbursement profile and then import your graduate students with a different profile You can still modify any anticipated disbursement date for any individual loan record

Stafford loans can contain up to* 20 *anticipated disbursement dates. However, PLUS loans can have only* four *disbursements. Therefore, you may want to set up separate PLUS disbursement profiles for PLUS loans.

Here are three examples

Betty's Beauty School

#1 Subsidized Stafford Loan

Loan Period	Disbursement #1	Disbursement #2	Disbursement #3	Disbursement #4	Disbursement #5	Disbursement #6
July 15, 2000 to April 15, 2001	07/15/2000	10/15/2000	12/15/2000	01/15/2001	03/01/2001	04/01/2001

Betty's Beauty School has ongoing enrollment They often need to create numerous disbursement profiles How many disbursement profiles can Betty's Beauty School create?

Michael Collin's University

#2 Unsubsidized Stafford Loan

Loan Period	Disbursement #1	Disbursement #2
August 20, 2000 to May 15, 2001	08/20/2000	01/15/2001

Is it possible to originate a loan with this type of disbursement profile and at a later time decide to add additional anticipated disbursements (up to 20)?

Parentdebt College

#3 PLUS Loan

Loan Period	Disbursement #1	Disbursement #2	Disbursement #3
September 1, 2000 to May 15, 2001	09/01/2000	12/15/2000	03/15/2001

Can a PLUS loan have more than four anticipated disbursements?

Remember

- You must have at least one disbursement profile before you begin processing Direct Loan records

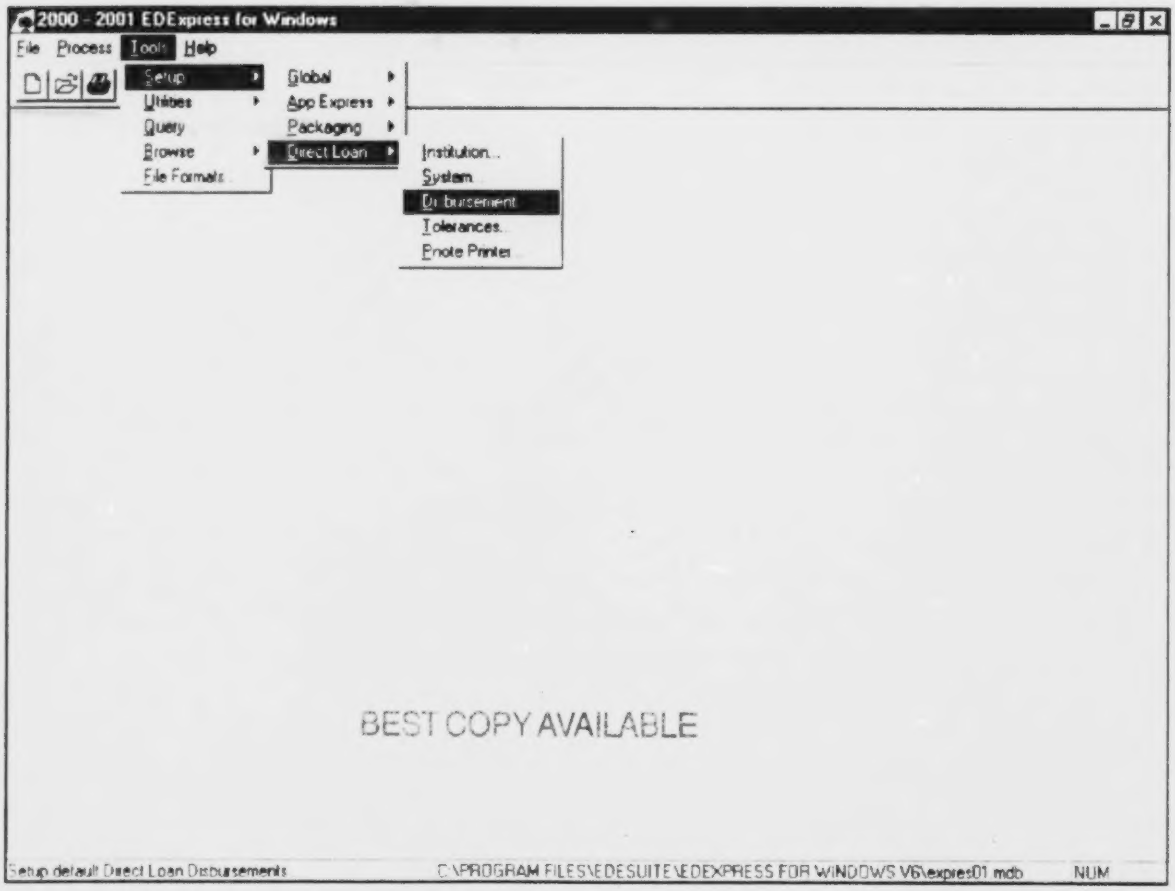
- Anticipated disbursement dates are used to calculate the drawdown amount for your institution Choosing dates carefully is especially important for Option 1 and Standard schools

- You must have at least two anticipated disbursement dates associated with a profile (except Special Schools)

- You can have up to 20 anticipated disbursements per disbursement profile Remember, however, PLUS loans may only have 4 anticipated disbursements A separate PLUS disbursement profile is necessary

Creating a Disbursement Profile

Select ***Tools/Setup/ Direct Loan/ Disbursement...*** *from the menu bar*


2000 - 2001 EDExpress for Windows
File
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Help
Setup
Utilities
Query
Browse
File Formats...
Global
App Express
Packaging
Direct Loan
Institution...
System...
Disbursement...
Tolerances...
Pnote Printer...
NUM

Setup default Direct Loan Disbursements

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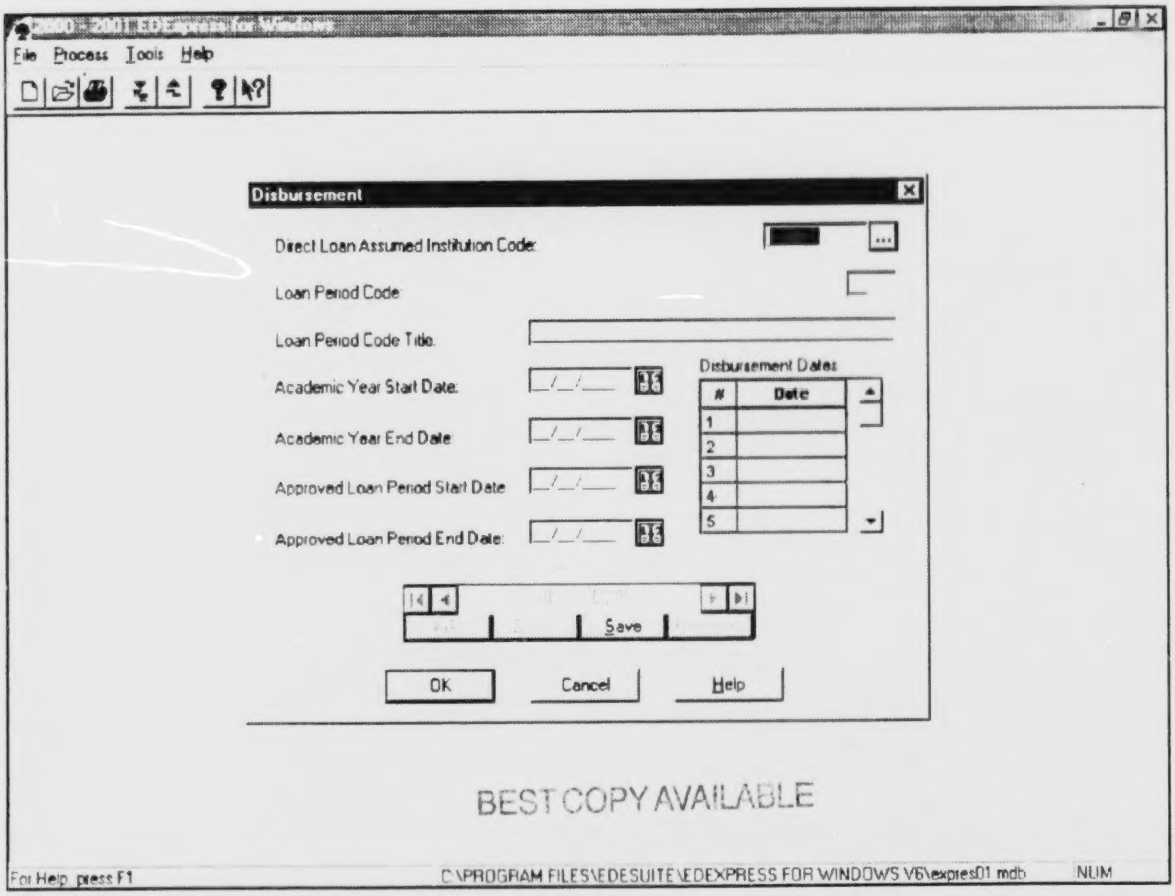
At this point, no disbursement records have been created

*Type your institution code from Institution Setup (**G01001**)*


2000 - 2001 EDExpress for Windows
File
Process
Tools
Help
Disbursement
Direct Loan Assumed Institution Code:
Loan Period Code:
Loan Period Code Title:
Academic Year Start Date:
Academic Year End Date:
Approved Loan Period Start Date:
Approved Loan Period End Date:
Disbursement Dates
#
Date
1
2
3
4
5
Save
OK
Cancel
Help
For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb
NUM

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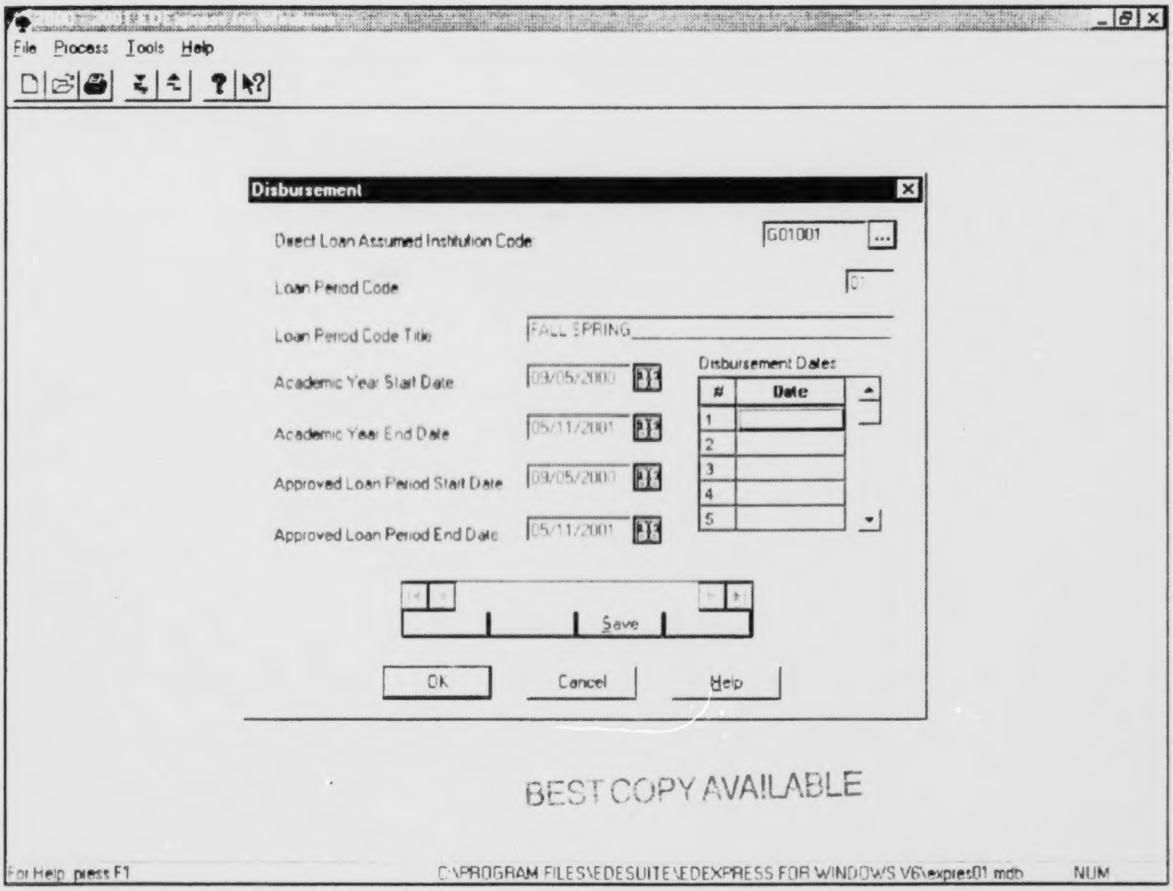
Enter a Loan Period code for the Disbursement Profile ***01****.*

Give the code a title ***Fall Spring****.*

Enter the Academic Year Start Date ***09/05/2000***

Enter the Academic Year End Date ***05/11/2001***

Enter the Approved Loan Period Start Date ***09/05/2000***



Direct Loan Assumed Institution Code: G01001

Loan Period Code: 01

Loan Period Code Title: FALL SPRING

Academic Year Start Date: 09/05/2000

Academic Year End Date: 05/11/2001

Approved Loan Period Start Date: 09/05/2000

Approved Loan Period End Date: 05/11/2001

Disbursement Dates

#	Date
1	
2	
3	
4	
5	

For Help, press F1

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb NUM

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You have created a disbursement profile. Any time you select this profile on a student's loan record, EDExpress will assign these dates to the record.

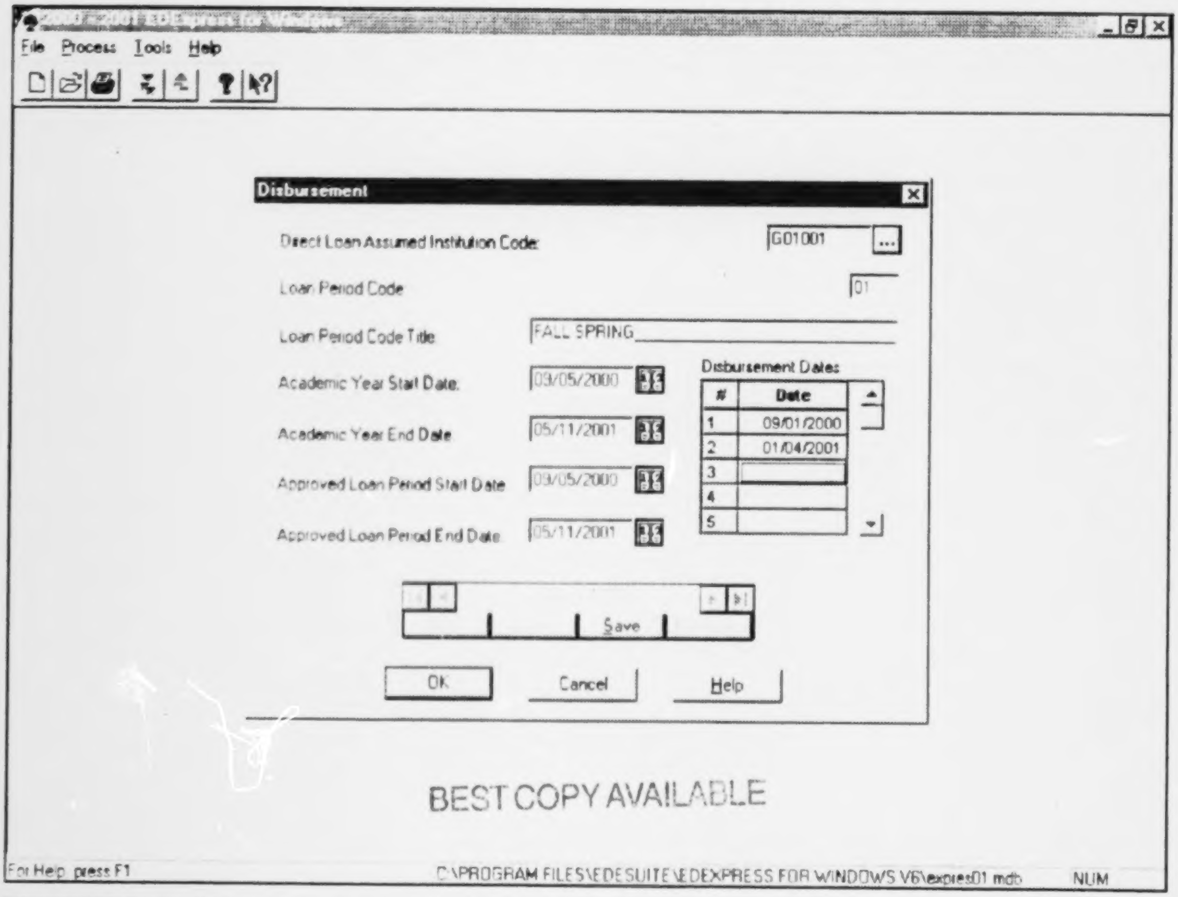
Enter the approved the loan period end date ***05/11/2001***

In the Disbursements Dates box enter ***09/01/2000*** *(without slashes) in the space marked* ***#1***

Press ***Enter***

Enter ***01/04/2001*** *(without slashes) in the space marked* ***#2***

Click the ***Save*** *button*


2000 - 2001 EDExpress for Windows
File
Process
Tools
Help
Disbursement
Save
OK
Cancel
Help
For Help, press F1
NUM

Direct Loan Assumed Institution Code: G01001

Loan Period Code: 01

Loan Period Code Title: FALL SPRING

Academic Year Start Date: 09/05/2000

Academic Year End Date: 05/11/2001

Approved Loan Period Start Date: 09/05/2000

Approved Loan Period End Date: 05/11/2001

Disbursement Dates

#	Date
1	09/01/2000
2	01/04/2001
3	
4	
5	

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Tolerances

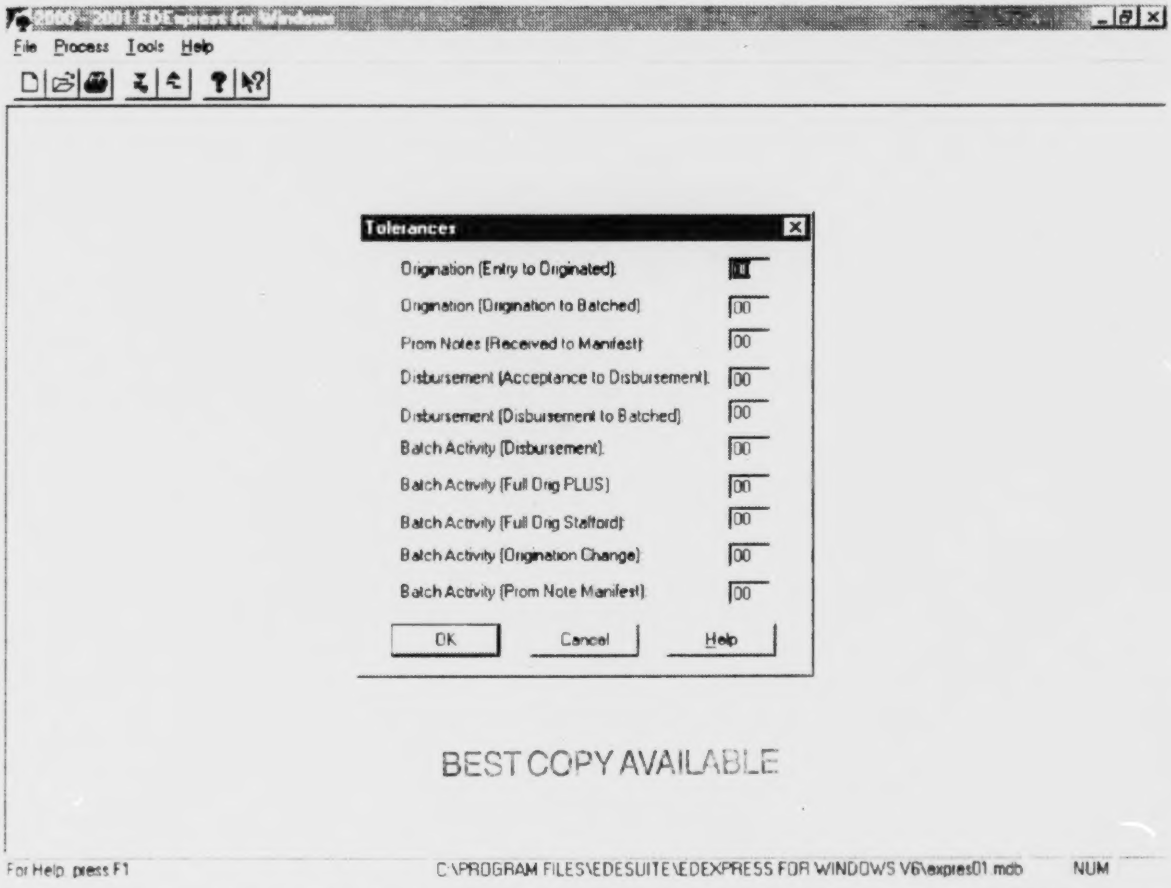
Click in the field for the tolerance you are setting

Type the value for the tolerance

*Click **OK** when you are finished setting values for tolerances*

Tolerances are guidelines you set for evaluating the effectiveness of your school's Direct Loan processes and procedures. Tolerances are the number of days between processes that help define which records are included in a report. They are used for the Measurement Tools reports.

You need to set tolerances for all Measurement Tools reports except Booked Status Measurement. You can change tolerances at any time to meet the changing needs of your Direct Loan administration. See Appendix D for sample reports.


2000 - 2001 EDExpress for Windows
File
Process
Tools
Help
Tolerances
OK
Cancel
Help
For Help, press F1
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NUM

Origination (Entry to Originated): 00
Origination (Origination to Batched): 00
Prom Notes (Received to Manifest): 00
Disbursement (Acceptance to Disbursement): 00
Disbursement (Disbursement to Batched): 00
Batch Activity (Disbursement): 00
Batch Activity (Full Orig PLUS): 00
Batch Activity (Full Orig Stafford): 00
Batch Activity (Origination Change): 00
Batch Activity (Prom Note Manifest): 00

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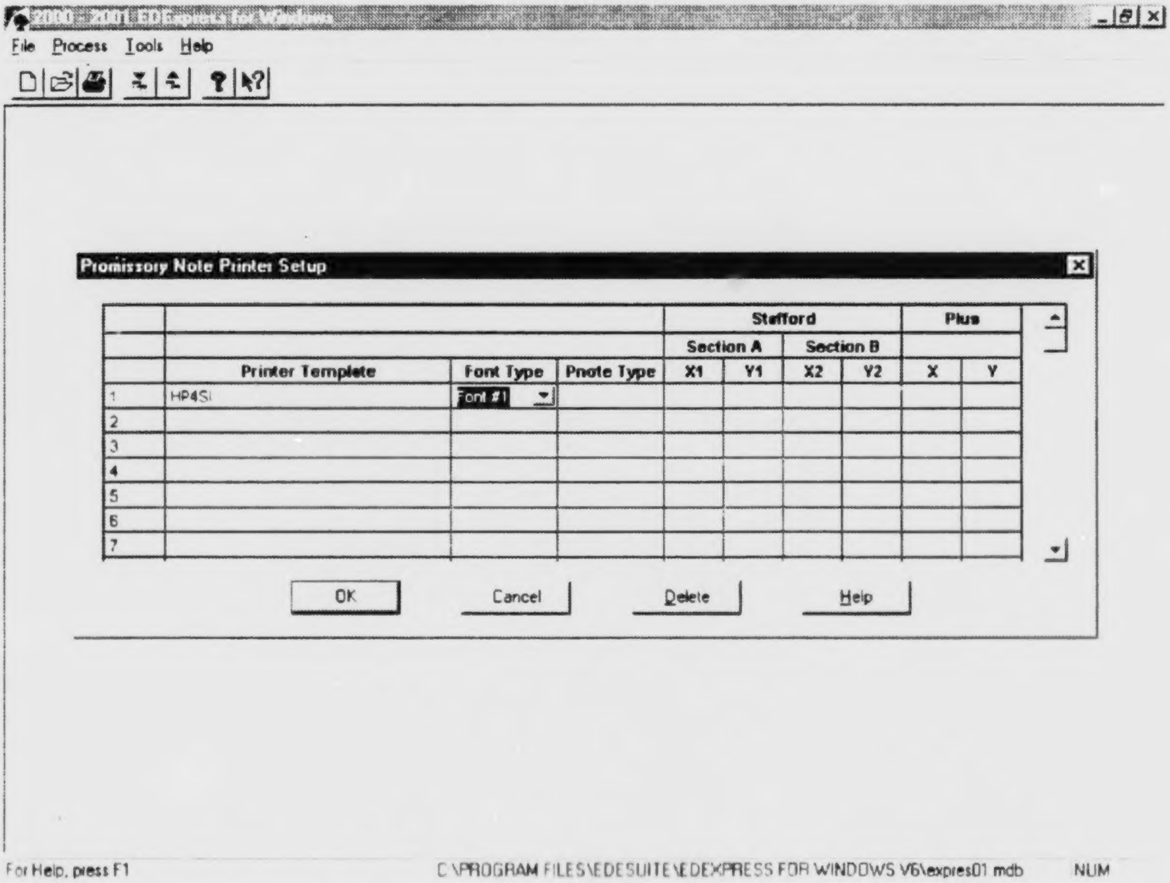
Pnote Printer

If your promissory notes do not align when printed, you can create printer templates to control the placement of data on promissory notes through the Direct Loan Print dialog box

This feature is primarily for Windows NT users but can be used for other operating systems. Most Windows 95 users do not need to create, set up, or select a Prom Note Printer template because they are able to adjust the unprintable area in their printer properties to align the promissory note. If your promissory notes print correctly, **DO NOT** select a printer template on the Direct Loan Print dialog box

Printer Template Type a description for the printer template. For example, you can enter "HP4SI" as the template name for your HP Laser Jet 4 si printer

Font Type Click on the down arrow and select a font type for the promissory note printer template that you are creating. The font type you select here is the font assigned to the labels and/or data to be printed on a promissory note. All four options are based on Courier 10 point 12 pitch


2000 - 2001 EDExpress for Windows
File
Process
Tools
Help
Promissory Note Printer Setup
OK
Cancel
Delete
Help

				Stafford				Plus	
				Section A		Section B			
	Printer Template	Font Type	Pnote Type	X1	Y1	X2	Y2	X	Y
1	HP4SI	Font #1							
2									
3									
4									
5									
6									
7									

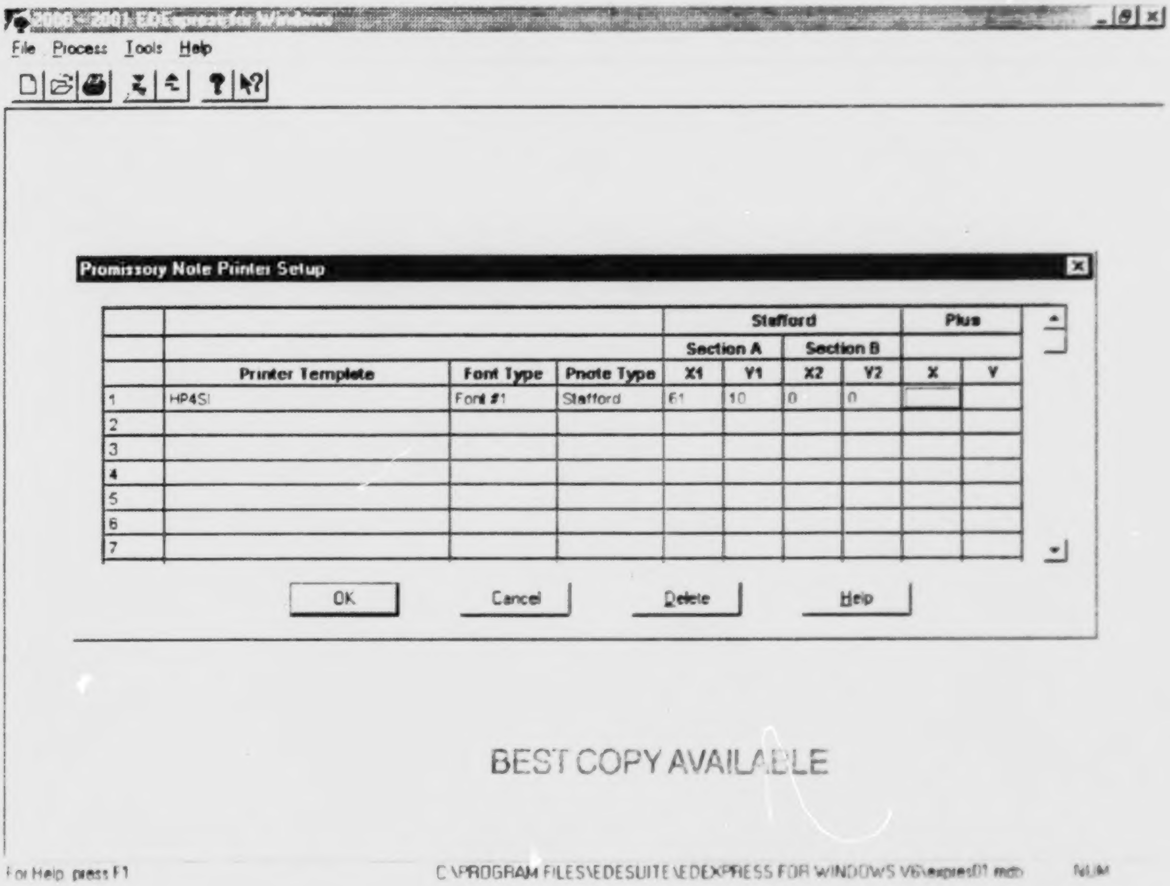
For Help, press F1   C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb   NUM

Pnote Type Click on the down arrow and select the promissory note type for which you want to adjust the alignment (Stafford/PLUS) not be left blank Enter a value of 0 for coordinates that you do not want to change. Default values for X and Y are 50 and 150 respectively

Stafford Section A X1/Y1 Enter the offset point(s) you want to adjust the data block by for Section A of the Stafford promissory note Valid field values range from -999 to 999 Corresponding coordinate values may not be left blank. Enter a value of 0 for coordinates that you do not want to change Default values for X1 and Y1 are 50 and 135 respectively

Stafford Section B X2/Y2 Enter the offset point(s) you want to adjust the data block by for Section B of the Stafford promissory note Valid field values range from -999 to 999 Corresponding coordinate values may not be left blank Enter a value of 0 for coordinates that you do not want to change Default values for X2 and Y2 are 50 and 500 respectively

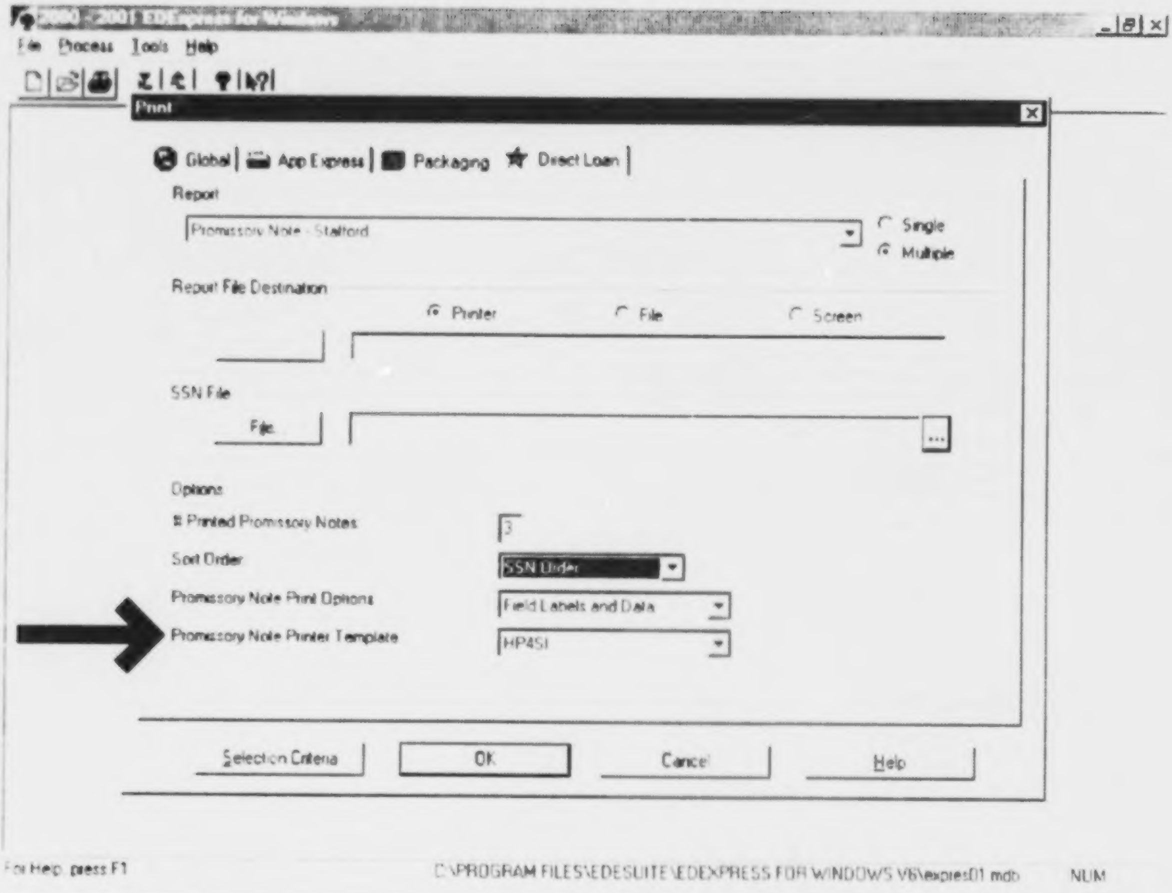
PLUS X/Y Enter the offset point(s) you want to adjust the data block by on the Plus promissory note Valid field values range from -999 to 999 Corresponding coordinate values may


2000 - 2001 EDExpress for Windows
File
Process
Tools
Help
Promissory Note Printer Setup
OK
Cancel
Delete
Help
For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb
NUM

				Stafford				Plus	
				Section A		Section B			
	Printer Template	Font Type	Pnote Type	X1	Y1	X2	Y2	X	Y
1	HP4SI	Font #1	Stafford	61	10	0	0		
2									
3									
4									
5									
6									
7									

BEST COPY AVAILABLE

You will select the template you created when you select to print your promissory notes


2000 - 2001 EDExpress for Windows
File
Process
Tools
Help
Print
Global
App Express
Packaging
Direct Loan
Selection Criteria
OK
Cancel
Help
For Help, press F1
NUM

Report: Promissory Note - Stafford
○ Single
● Multiple

Report File Destination
● Printer ○ File ○ Screen

SSN File
File...

Options
Printed Promissory Notes: 3
Sort Order: SSN Order
Promissory Note Print Options: Field Labels and Data
Promissory Note Printer Template: HP4SI

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb

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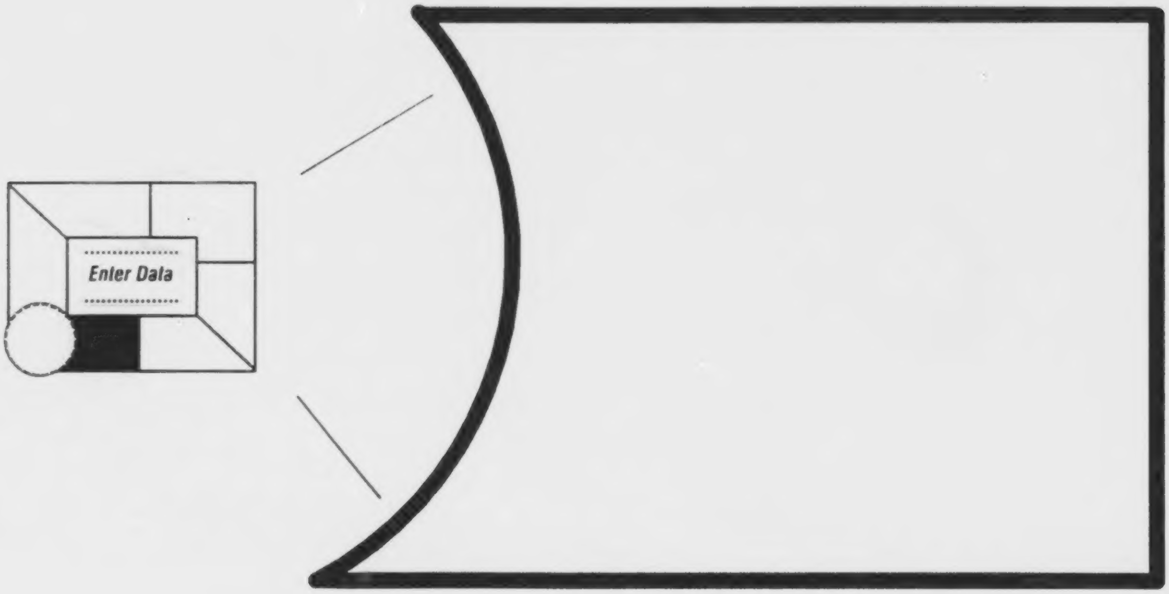
Lesson 1 – Enter Data

Objectives

At the end of this lesson you should be able to

1. Define Terms associated with Direct Loan data
2. Create a new loan record through manual entry and import
3. Make changes to a loan record
4. Identify record updates resulting from the origination process
5. Learn how to make changes to a loan record



Loan Terminology

To understand how loan records are created, it is important to understand what is meant by the terms "origination" and "booking."

Origination

Origination is complete when the loan record

- Is filled out and contains demographic, financial, and statistical data
- Has an anticipated disbursement date and amount indicated

Note: A school can create a loan record without completing the Origination process. Origination is not complete until the Process Originate function is performed in EDExpress.

Booking

Booking a loan means that an official and binding obligation has been made between the borrower and the federal government. Three components are necessary for the Loan Origination Center to "book" a loan:

- An accepted loan origination record
- An accepted promissory note
- An accepted disbursement record

Loan Record Elements

The three loan record types are Subsidized, Unsubsidized, and PLUS. Generally, all loan record types are treated similarly. All schools create loan origination records, which are a part of the borrower's complete loan record. Loan origination records hold the demographic, financial, and statistical information necessary to make a permanent borrower record at the LOC. They are the foundation required for the Loan Origination Center to "book" a loan.

The date of origination is the date that a school using EDExpress completes the Process, Originate function (discussed later in this chapter). The software automatically calculates and stores the date for you. If a school is using other software, the date is when the equivalent function of Process, Originate is performed.

Creating Loan Records in EDExpress

Several options are available in EDExpress for creating loan records. In many cases, you already have much of the data required by the Direct Loan Program electronically stored somewhere. Importing creates Direct Loan records from these sources. This can save you a great deal of data entry.

You can:

- Key enter data
- Import data from an external source such as the school's mainframe database
- Import data from EDExpress packaged records
- Import data from ISIRs
- Use the Add Record function for additional loans

You cannot generate a complete loan record from ISIR data, because the ISIR data does not contain loan amounts. If you import loan records from your ISIR database, you must either enter a loan amount and originate each record manually or import a change file.

Importing complete data, such as data from the EDExpress Packaging module or your school's packaging system, is the quickest way to create and originate loan records.

For more information on importing records from external sources, through an External Import Add file see the *Direct Loan Technical Reference (Sections 5-7)*. This section is included in Appendix E.

Types of Records

Loan records are the basis for all Direct Loan activity in EDExpress EDExpress maintains one loan record in your database for each loan One student may have more than one loan record A loan record may be a Subsidized, Unsubsidized, or a PLUS record

The loan record is the basis for generating the following items you must export to the LOC

- **Full Origination Records**—These contain all the required demographic data for an individual loan, loan amounts, the anticipated disbursement dates and amounts, and the anticipated loan amounts This record informs the LOC of your intent to submit a promissory note, drawdown funds, and make disbursements The LOC edits the data and accepts or rejects the record
- **Change Records**—Any changes made to the loan record after the full origination record has been batched must be sent as change records These changes may include demographic data or changes to loan amounts or anticipated disbursement dates and amounts

  You can also use the Verify Change function under the Process menu to resend changes to the LOC without actually updating the data in the record You can use this function on records that have a loan status of B (batched) or A (accepted by the LOC) See Lesson 6 for more detail

  The Verify Change function only applies to the following fields
    - Loan Amount Approved
    - Anticipated Disbursement Gross Amounts/Date
- **Promissory Notes**—EDExpress or the LOC generates a promissory note from the information in the loan record
- **Disbursement Records**—When actual disbursement activity is recorded on an individual loan record, EDExpress generates an actual disbursement record to be exported to the LOC

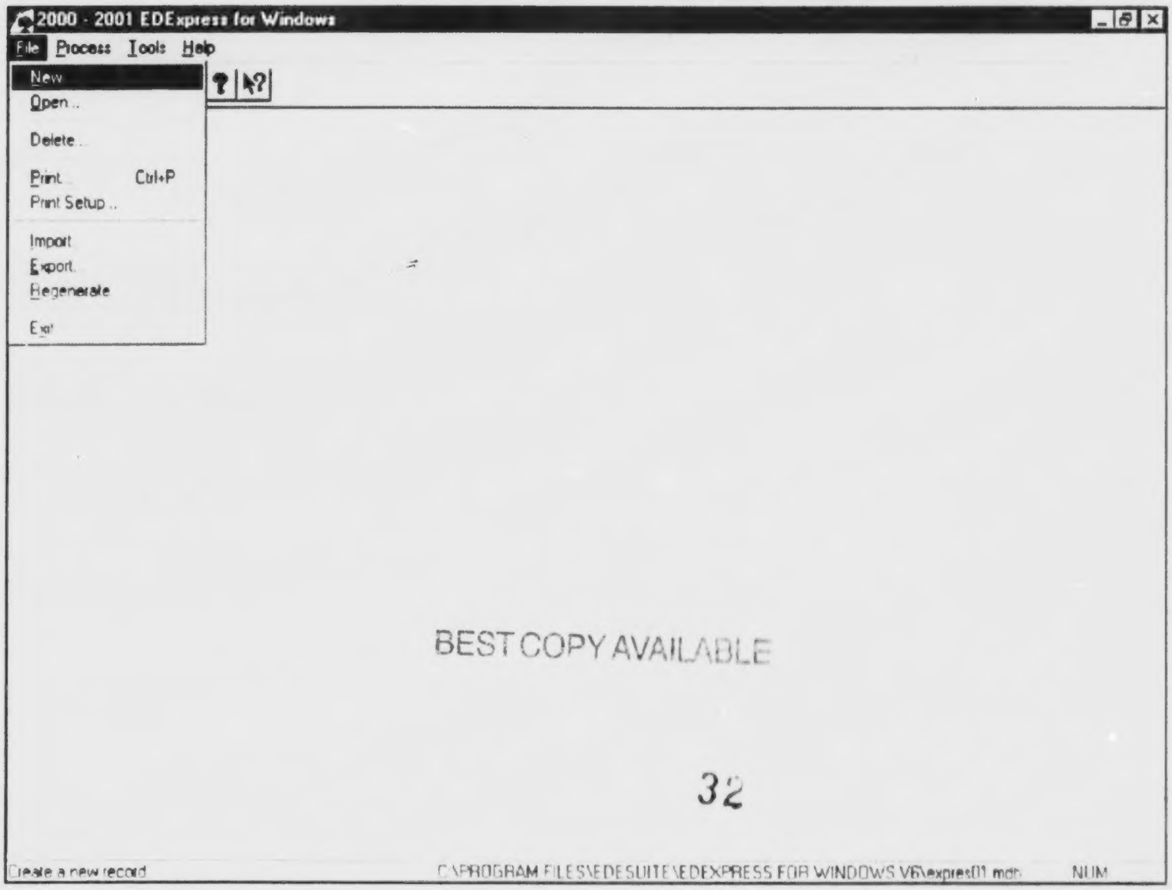
Enter a Loan Record Manually

Click **File** from the menu bar

Select **New**

EDExpress has a student-focused design. A single demographic record serves all functionality within EDExpress. This includes Direct Loan, Apps Processing, Pell, and Packaging. Therefore, when you create a new application, you must first create the demographic record before you enter a Direct Loan record manually.

Note: The Social Security Number you use to create a new record should always be the student's, even when creating a PLUS Loan.


2000 - 2001 EDExpress for Windows
File
Process
Tools
Help
New
Open...
Delete...
Print... Ctrl+P
Print Setup...
Import
Export...
Regenerate
Exit
Create a new record
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb
NUM

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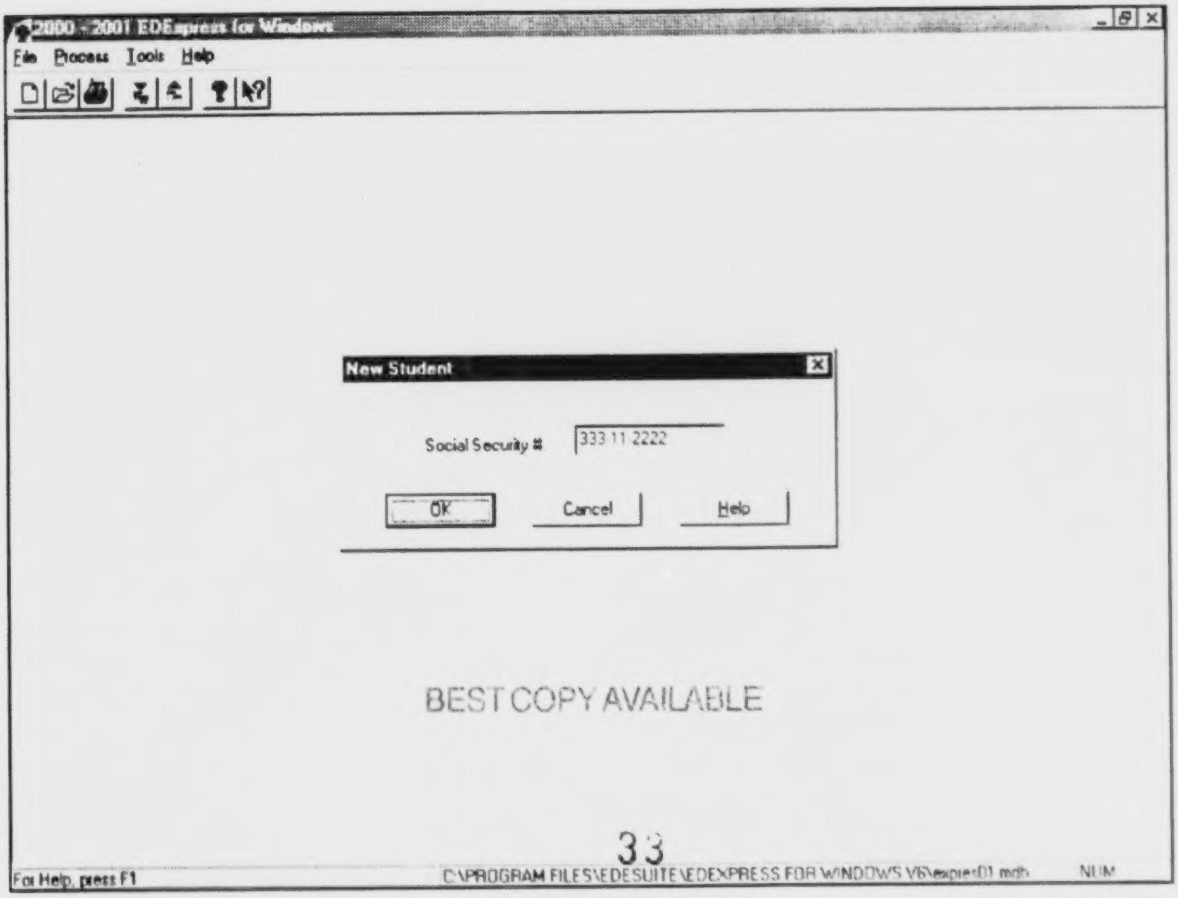
The SSN box displays

Type the student's Social Security Number

Click ***OK****.*



2000 - 2001 EDExpress for Windows

New Student

Social Security # 333 11 2222

File Process Tools Help
OK
Cancel
Help
For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\express01.mdb
NUM

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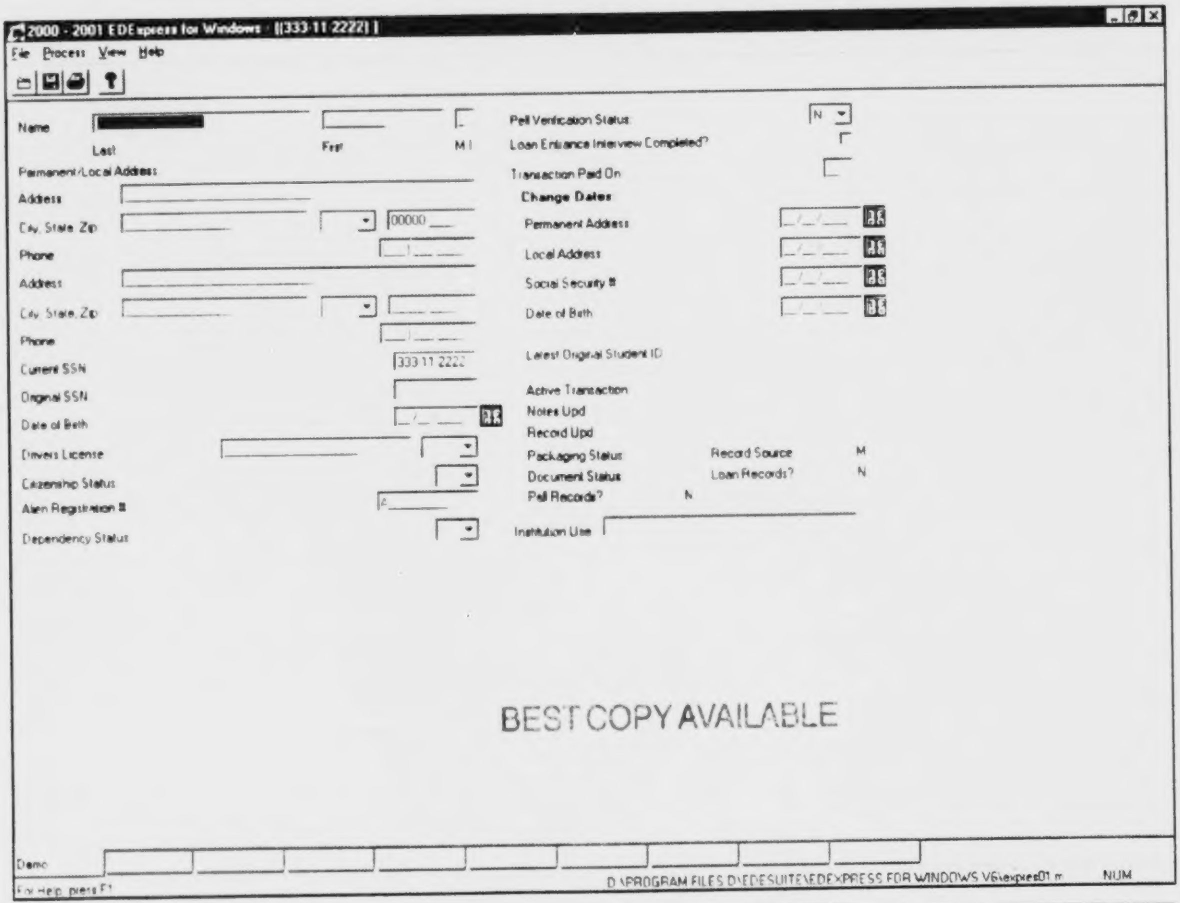
Tip: Since the demo record is not automatically updated with record imports, you should review relevant Direct Loan fields for accuracy when creating a loan record.

Remember: For Subsidized and Unsubsidized loans, you still need a valid ISIR for disbursement.


File
Process
View
Help
Last
First
M.I.
Permanent/Local Address
Address
City, State, Zip
Phone
Address
City, State, Zip
Phone
Original SSN
Date of Birth
Drivers License
Citizenship Status
Alien Registration #
Dependency Status
Loan Entrance Interview Completed?
Transaction Paid On
Change Dates
Permanent Address
Local Address
Social Security #
Date of Birth
Latest Original Student ID
Active Transaction
Notes Upd
Record Upd
Packaging Status
Document Status
Institution Use
Demo
NUM

2000 - 2001 EDExpress for Windows - [(333-11-2222)]

Name [redacted]

City, State, Zip 00000

Current SSN 333 11 2222

Pell Verification Status N

Record Source M

Loan Records? N

Pell Records? N

For Help, press F1

D:\PROGRAM FILES D\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.m

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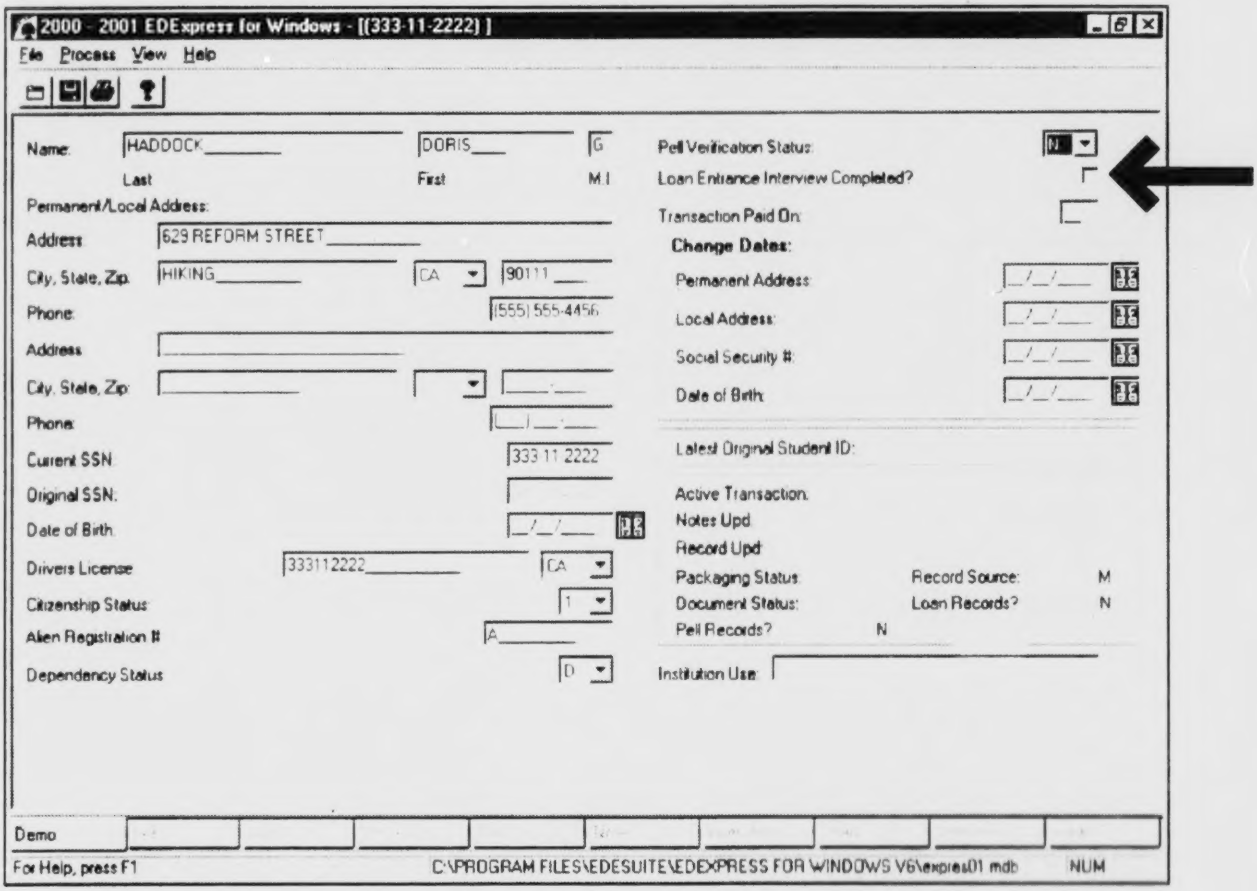
When you create a loan record, these demographic items become part of the data on the loan tab

Note: If you checked "Entrance Interview Required Prior to Disbursement" in your DL system setup, you must complete the "Loan Entrance Interview Completed?" field prior to entering disbursements records for students with a grade level of 01 or 02

Enter in the following data fields as they appear on the screen below

- *Name*
- *Address*
- *Phone #*
- *Date of Birth*
- *License State*
- *License #*
- *Citizenship Status*
- *Dependency Status*



2000 - 2001 EDExpress for Windows - [(333-11-2222)]

Name: HADDOCK (Last) DORIS (First) G (M.I.)
Permanent/Local Address:
Address: 629 REFORM STREET
City, State, Zip: HIKING CA 90111
Phone: (555) 555-4456
Address:
City, State, Zip:
Phone:
Current SSN: 333 11 2222
Original SSN:
Date of Birth: _/_/__
Drivers License: 333112222 CA
Citizenship Status: 1
Alien Registration #: A
Dependency Status: D

Pell Verification Status: N
Loan Entrance Interview Completed? ☐
Transaction Paid On:
Change Dates:
Permanent Address: _/_/__
Local Address: _/_/__
Social Security #: _/_/__
Date of Birth: _/_/__
Latest Original Student ID:
Active Transaction:
Notes Upd:
Record Upd:
Packaging Status:
Record Source: M
Document Status:
Loan Records? N
Pell Records? N
Institution Use:

For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb
NUM

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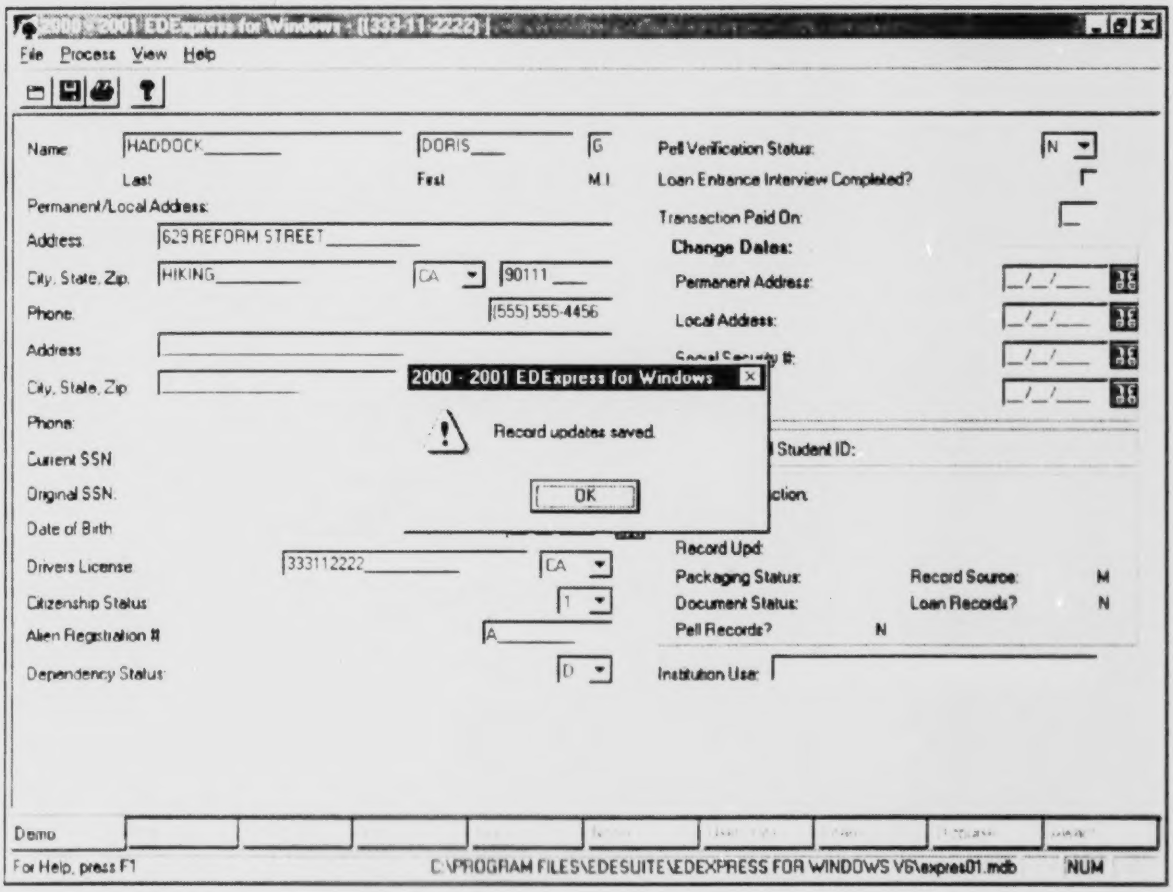
*Select **File/Save** or click the button to save the demo record*

*Click **OK** to continue*



2000 - 2001 EDExpress for Windows - [(333-11-2222)]

Name: HADDOCK (Last) DORIS (First) G (M.I.)

Permanent/Local Address:

Address: 629 REFORM STREET

City, State, Zip: HIKING CA 90111

Phone: (555) 555-4456

Address:

City, State, Zip:

Phone:

Current SSN:

Original SSN:

Date of Birth:

Drivers License: 333112222 CA

Citizenship Status: 1

Alien Registration #: A

Dependency Status: D

Pell Verification Status: N

Loan Entrance Interview Completed? ☐

Transaction Paid On:

Change Dates:

Permanent Address: _/_/__

Local Address: _/_/__

Social Security #: _/_/__

_/_/__

Student ID:

Record Upd:

Packaging Status:

Record Source: M

Document Status:

Loan Records? N

Pell Records? N

Institution Use:

2000 - 2001 EDExpress for Windows

Record updates saved.

For Help, press F1

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb

NUM

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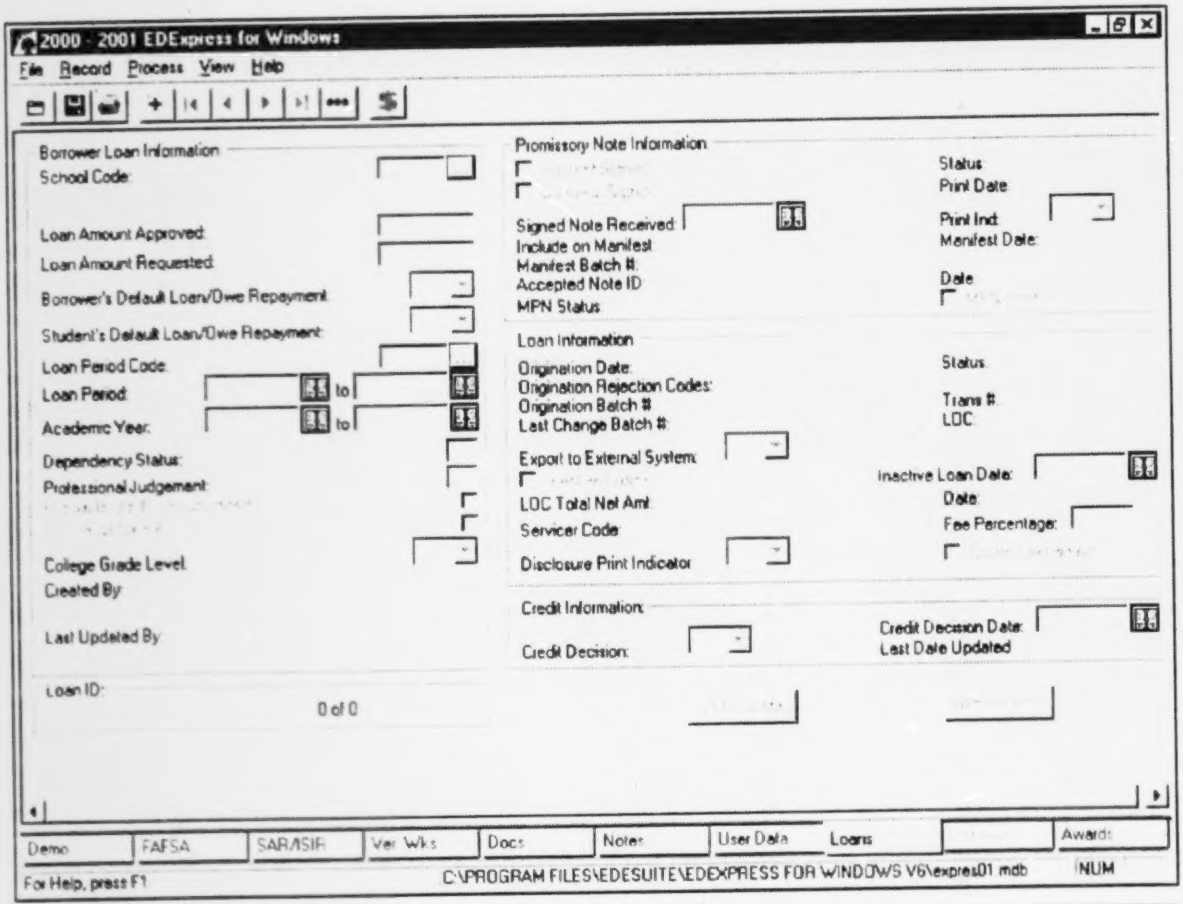
Tip Fields required to save the record are displayed in yellow Fields required to add a loan record are Loan Period Code, Loan Period Dates, and the Prom Note print indicator

*Click the **Loans** tab*

*Select **Record/Add** from the menu or click the **Add** button on the toolbar*


2000 - 2001 EDExpress for Windows
File
Record
Process
View
Help
Borrower Loan Information
School Code
Loan Amount Approved
Loan Amount Requested
Borrower's Default Loan/Owe Repayment
Student's Default Loan/Owe Repayment
Loan Period Code
Loan Period
to
Academic Year
to
Dependency Status
Professional Judgement
College Grade Level
Created By
Last Updated By
Loan ID:
0 of 0
Promissory Note Information
Signed Note Received
Include on Manifest
Manifest Batch #
Accepted Note ID
MPN Status
Status
Print Date
Print Ind
Manifest Date
Date
Loan Information
Origination Date
Origination Rejection Codes
Origination Batch #
Last Change Batch #
Export to External System
LOC Total Net Amt
Servicer Code
Disclosure Print Indicator
Status
Trans #
LOC
Inactive Loan Date
Date
Fee Percentage
Credit Information
Credit Decision
Credit Decision Date
Last Date Updated
Demo
FAFSA
SAR/ISIR
Ver Wks
Docs
Notes
User Data
Loans
Awards
For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb
NUM

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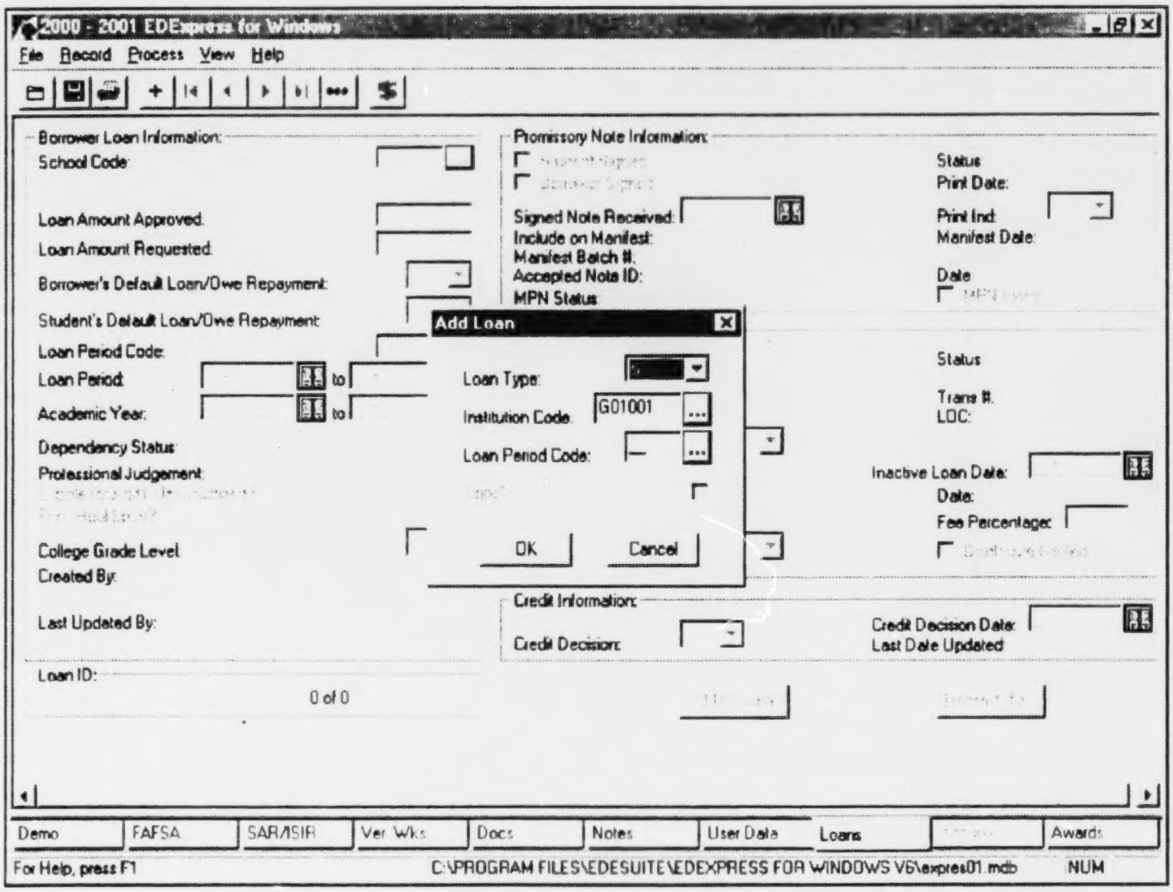
*In this example, **S** for Subsidized Loan has been selected as the loan type.*

The Institution Code is correct.

*Click the **Ellipsis** button to view a list of Loan Period codes.*

The Loan Type and Institution Code selected here become part of the Loan ID.

Note: If you have more than one Institution Code established in the DL System Setup, you will need to select the desired code here.


2000 - 2001 EDExpress for Windows
File
Record
Process
View
Help
Borrower Loan Information:
School Code:
Loan Amount Approved:
Loan Amount Requested:
Borrower's Default Loan/Owe Repayment:
Student's Default Loan/Owe Repayment:
Loan Period Code:
Loan Period:
to
Academic Year:
to
Dependency Status:
Professional Judgement:
College Grade Level:
Created By:
Last Updated By:
Loan ID:
Promissory Note Information:
Signed Note Received:
Include on Manifest:
Manifest Batch #:
Accepted Note ID:
MPN Status:
Status
Print Date:
Print Ind:
Manifest Date:
Date
Status
Trans #:
LOC:
Inactive Loan Date:
Date:
Fee Percentage:
Credit Information:
Credit Decision:
Credit Decision Date:
Last Date Updated:
Add Loan
Loan Type:
Institution Code:
Loan Period Code:
OK
Cancel
Demo
FAFSA
SAR/ISIR
Ver Wks
Docs
Notes
User Data
Loans
Awards

Institution Code: G01001

0 of 0

For Help, press F1

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb

NUM

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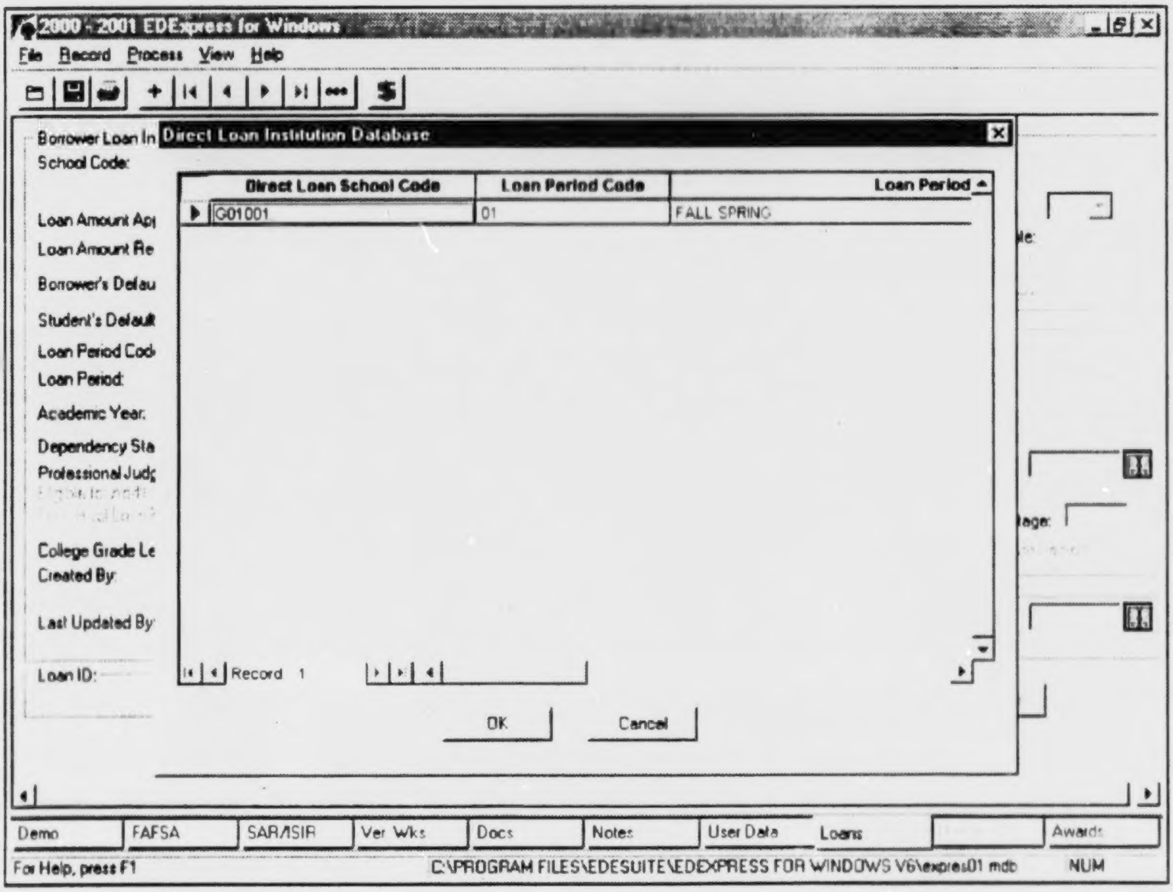
A list of Loan Period Codes appears (previously setup as Disbursement Profile). Our school currently has only one.

Select *01*

Click ***OK***

NEW!

Loan Period Code Title, in this case FALL SPRING, has been added to the browse function to assist you in selecting the appropriate code.


2000 - 2001 EDExpress for Windows
File
Record
Process
View
Help
Borrower Loan In
School Code:
Loan Amount Ap
Loan Amount Re
Borrower's Defau
Student's Default
Loan Period Cod
Loan Period:
Academic Year:
Dependency Sta
Professional Judg
College Grade Le
Created By:
Last Updated By:
Loan ID:
Direct Loan Institution Database
Record 1
OK
Cancel
Demo
FAFSA
SAR/ISIR
Ver Wks
Docs
Notes
User Data
Loans
Awards
NUM

Direct Loan School Code	Loan Period Code	Loan Period
G01001	01	FALL SPRING

For Help, press F1

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01 mdb

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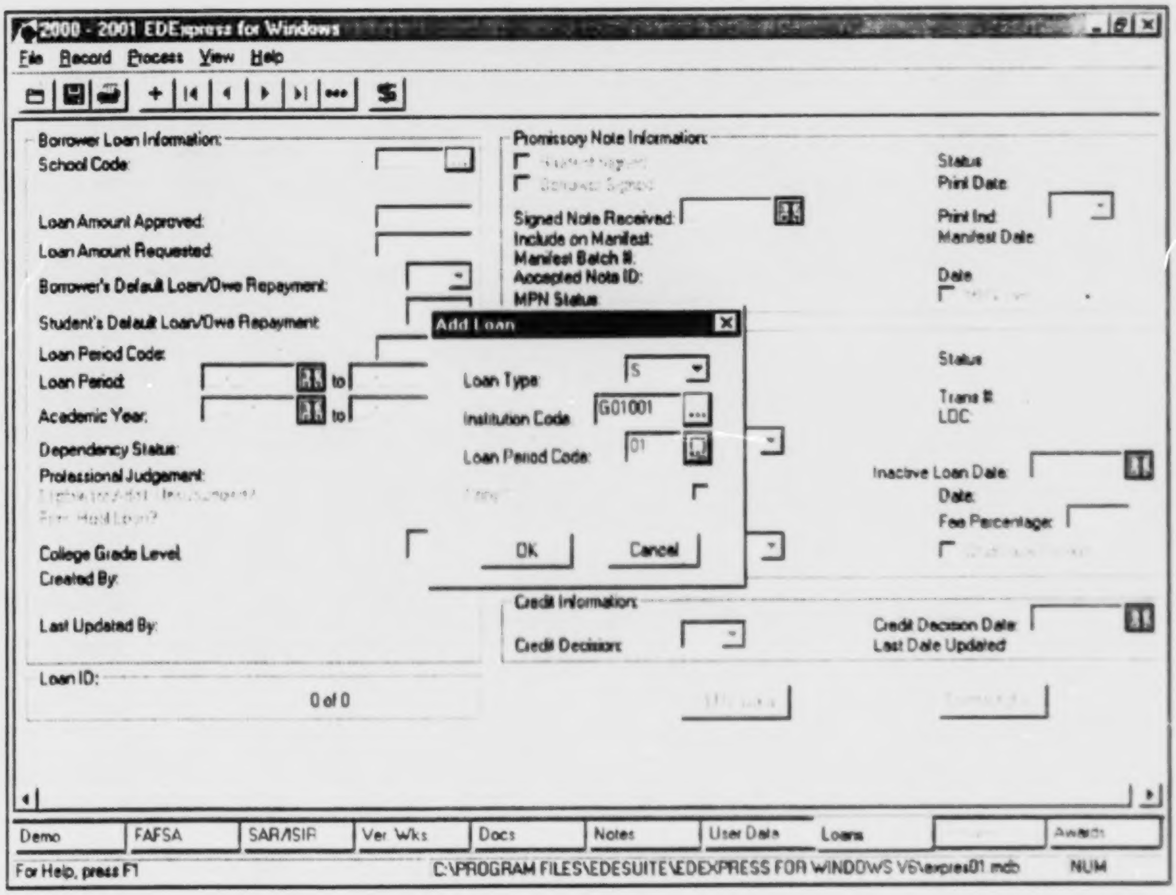
Click **OK** to add the loan

Tip. Before saving the record, double-check the Social Security number. Once you have saved the record, that number will be recorded as part of the Loan ID.



Add Loan

Loan Type: S

Institution Code: G01001

Loan Period Code: 01

2000 - 2001 EDExpress for Windows
File
Record
Process
View
Help
Borrower Loan Information:
School Code:
Loan Amount Approved:
Loan Amount Requested:
Borrower's Default Loan/Owe Repayment:
Student's Default Loan/Owe Repayment:
Loan Period Code:
Loan Period:
to
Academic Year:
to
Dependency Status:
Professional Judgement:
College Grade Level
Created By:
Last Updated By:
Loan ID:
0 of 0
Promissory Note Information:
Signed Note Received:
Include on Manifest:
Manifest Batch #:
Accepted Note ID:
MPN Status
Status
Print Date
Print Ind
Manifest Date
Date
Status
Trans #
LDC
Inactive Loan Date:
Date
Fee Percentage:
Credit Information:
Credit Decision:
Credit Decision Date:
Last Date Updated:
OK
Cancel
Demo
FAFSA
SAR/ISIR
Ver Wks
Docs
Notes
User Data
Loans
Awards
For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb
NUM

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About the Loan ID

EDExpress creates the loan ID for you automatically. The loan ID is displayed at the bottom left side of the Loans screen and cannot be modified. If a change in the Social Security number occurs, change the Current Social Security number field on the demo record. Doing so does not change the Loan ID.

123456789	S U P	01	G01001	001
Social Security Number	Loan Type	Year	Direct Loan School Code	Loan Sequence Number

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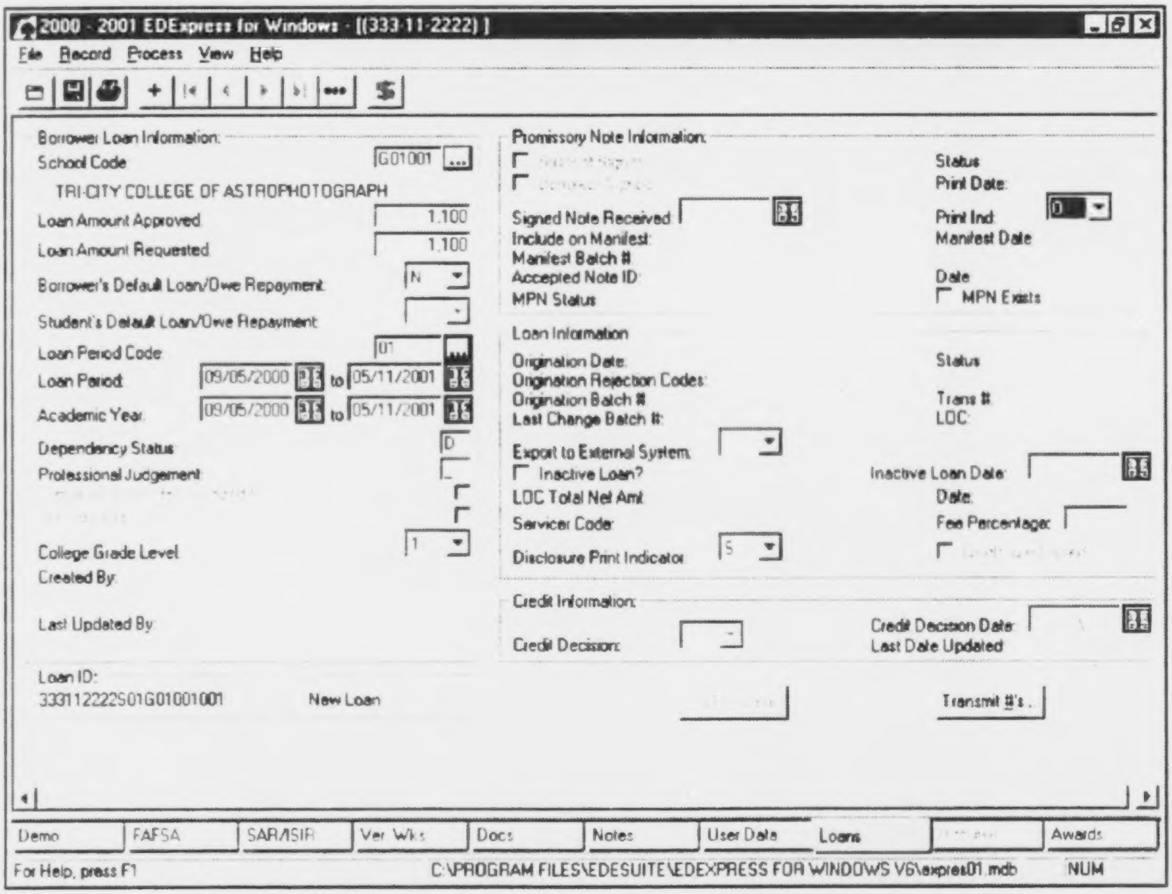
Since the demographic record already contains the basic information about the student, all you need to enter is the loan amount, default flag, anticipated completion date, and grade level.

*Enter a loan amount of **$1,100** for this student.*

In a Subsidized or Unsubsidized loan record, the student is considered the borrower in the Default Loan/Owe repayment field.


2000 - 2001 EDExpress for Windows - [(333-11-2222)]
File
Record
Process
View
Help
Transmit #'s...
Demo
FAFSA
SAR/ISIR
Ver Wks
Docs
Notes
User Data
Loans
Awards
For Help, press F1
NUM

Borrower Loan Information:
School Code: G01001
TRI-CITY COLLEGE OF ASTROPHOTOGRAPH
Loan Amount Approved: 1,100
Loan Amount Requested: 1,100
Borrower's Default Loan/Owe Repayment: N
Student's Default Loan/Owe Repayment:
Loan Period Code: 01
Loan Period: 09/05/2000 to 05/11/2001
Academic Year: 09/05/2000 to 05/11/2001
Dependency Status: D
Professional Judgement:
College Grade Level: 1
Created By:
Last Updated By:
Loan ID:
333112222S01G01001001 New Loan

Promissory Note Information:
Signed Note Received:
Include on Manifest:
Manifest Batch #:
Accepted Note ID:
MPN Status:
Status:
Print Date:
Print Ind: 0
Manifest Date:
Date:
☐ MPN Exists

Loan Information:
Origination Date:
Origination Rejection Codes:
Origination Batch #:
Last Change Batch #:
Export to External System:
☐ Inactive Loan?
LOC Total Net Amt:
Servicer Code:
Disclosure Print Indicator: 5
Status:
Trans #:
LOC:
Inactive Loan Date:
Date:
Fee Percentage:

Credit Information:
Credit Decision:
Credit Decision Date:
Last Date Updated:

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb

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The Loan Record

Schools that participate in the use of the multi-year master promissory notes may indicate the MPN already exists from the previous year. This eliminates the need to print another MPN. This topic will be discussed further in Unit 3, Lesson 1.

Professional Judgement Mark this box if professional judgement is used to determine the student's dependency status.

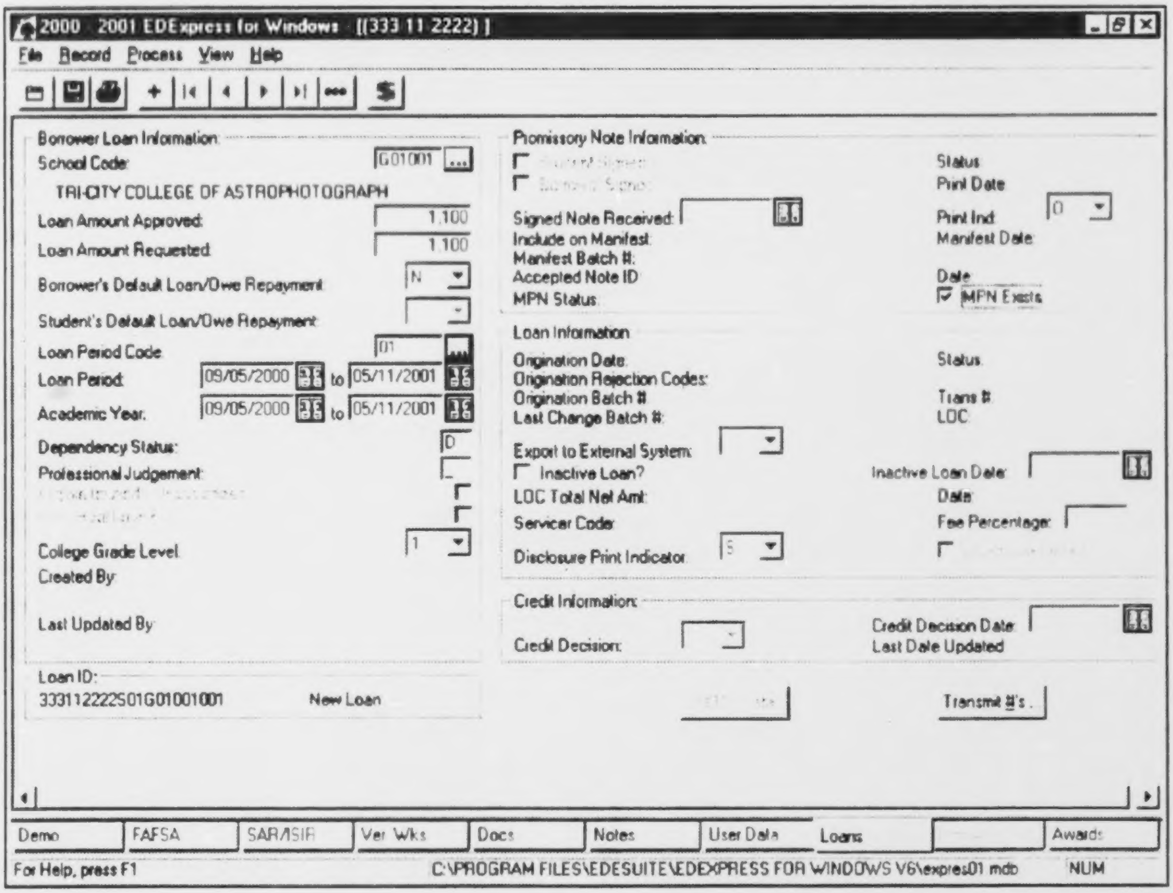
Eligible for Additional Unsubsidized? Mark this box if this dependent student is eligible for additional unsubsidized loan funds. This field is only available for unsubsidized loan records with a Dependency status of D.

Former HEAL loan? Check this box if this loan should be considered a HEAL replacement loan. (This applies to Unsubsidized loans only with a grade level of 5 or higher).

*Set the borrower default flag to **N***

*Set the College Grade Level at **1** -- first year, never attended college*

*Check the **MPN Exists** box to indicate that the master prom note is on file. (This flag can also be updated using Multiple Entry.)*


2000 2001 EDExpress for Windows [(333 11 2222)]
File Record Process View Help
Demo
FAFSA
SAR/ISIR
Ver Wks
Docs
Notes
User Data
Loans
Awards
Transmit #'s
For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb
NUM

Borrower Loan Information:
School Code: G01001
TRI-CITY COLLEGE OF ASTROPHOTOGRAPH
Loan Amount Approved: 1,100
Loan Amount Requested: 1,100
Borrower's Default Loan/Owe Repayment: N
Student's Default Loan/Owe Repayment:
Loan Period Code: 01
Loan Period: 09/05/2000 to 05/11/2001
Academic Year: 09/05/2000 to 05/11/2001
Dependency Status: D
Professional Judgement:
College Grade Level: 1
Created By:
Last Updated By:

Loan ID:
333112222S01G01001001 New Loan

Promissory Note Information:
Signed Note Received:
Include on Manifest:
Manifest Batch #:
Accepted Note ID:
MPN Status:
Status:
Print Date:
Print Ind: 0
Manifest Date:
Date:
☑ MPN Exists

Loan Information:
Origination Date:
Origination Rejection Codes:
Origination Batch #:
Last Change Batch #:
Export to External System:
☐ Inactive Loan?
LOC Total Net Amt:
Servicer Code:
Disclosure Print Indicator: S
Status:
Trans #:
LOC:
Inactive Loan Date:
Date:
Fee Percentage:

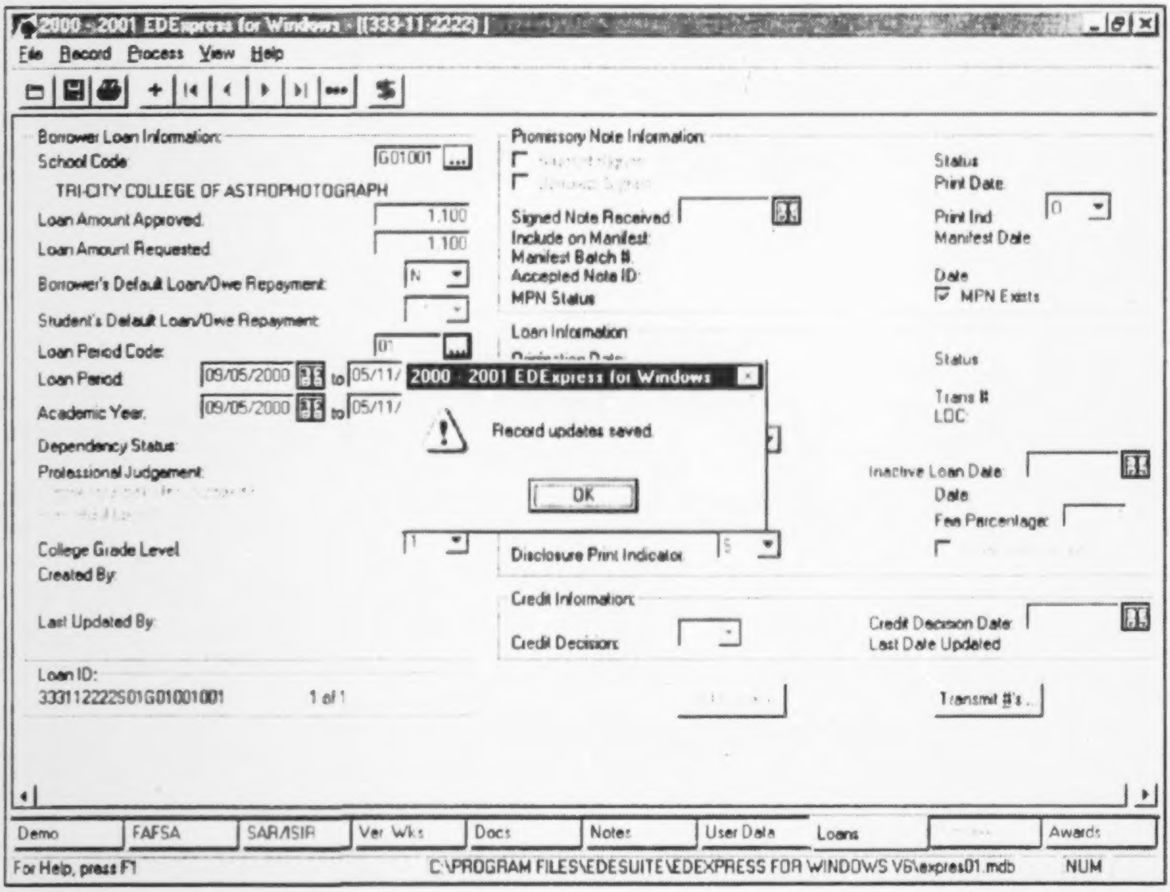
Credit Information:
Credit Decision:
Credit Decision Date:
Last Date Updated:

BEST COPY AVAILABLE

Click **File/Save** or the **Save** button to save the record

Click **OK**

Tip: The Dependency Status on the Demo tab will default for the status on the loan record. You can, however, change the status on the loan record, if needed. When using professional judgement, you can only make a dependent student independent. You can't make an independent student dependent.


File Record Process View Help
Borrower Loan Information:
Promissory Note Information:
Loan Information
Credit Information:
Transmit #'s...
Demo
FAFSA
SAR/ISIR
Ver Wks
Docs
Notes
User Data
Loans
Awards
OK

2000 - 2001 EDExpress for Windows - [(333-11-2222)]

School Code: G01001

TRI-CITY COLLEGE OF ASTROPHOTOGRAPH

Loan Amount Approved: 1,100

Loan Amount Requested: 1,100

Borrower's Default Loan/Owe Repayment: N

Student's Default Loan/Owe Repayment:

Loan Period Code: 01

Loan Period: 09/05/2000 to 05/11/

Academic Year: 09/05/2000 to 05/11/

Dependency Status:

Professional Judgement:

College Grade Level: 1

Created By:

Last Updated By:

Loan ID: 333112222S01G01001001 1 of 1

Signed Note Received:

Include on Manifest:

Manifest Batch #:

Accepted Note ID:

MPN Status

Status

Print Date

Print Ind: 0

Manifest Date

Date

☑ MPN Exists

Status

Trans #

LOC:

Inactive Loan Date:

Date

Fee Percentage:

Disclosure Print Indicator: S

Credit Decision:

Credit Decision Date:

Last Date Updated

2000 - 2001 EDExpress for Windows

Record updates saved.

For Help, press F1 C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb NUM

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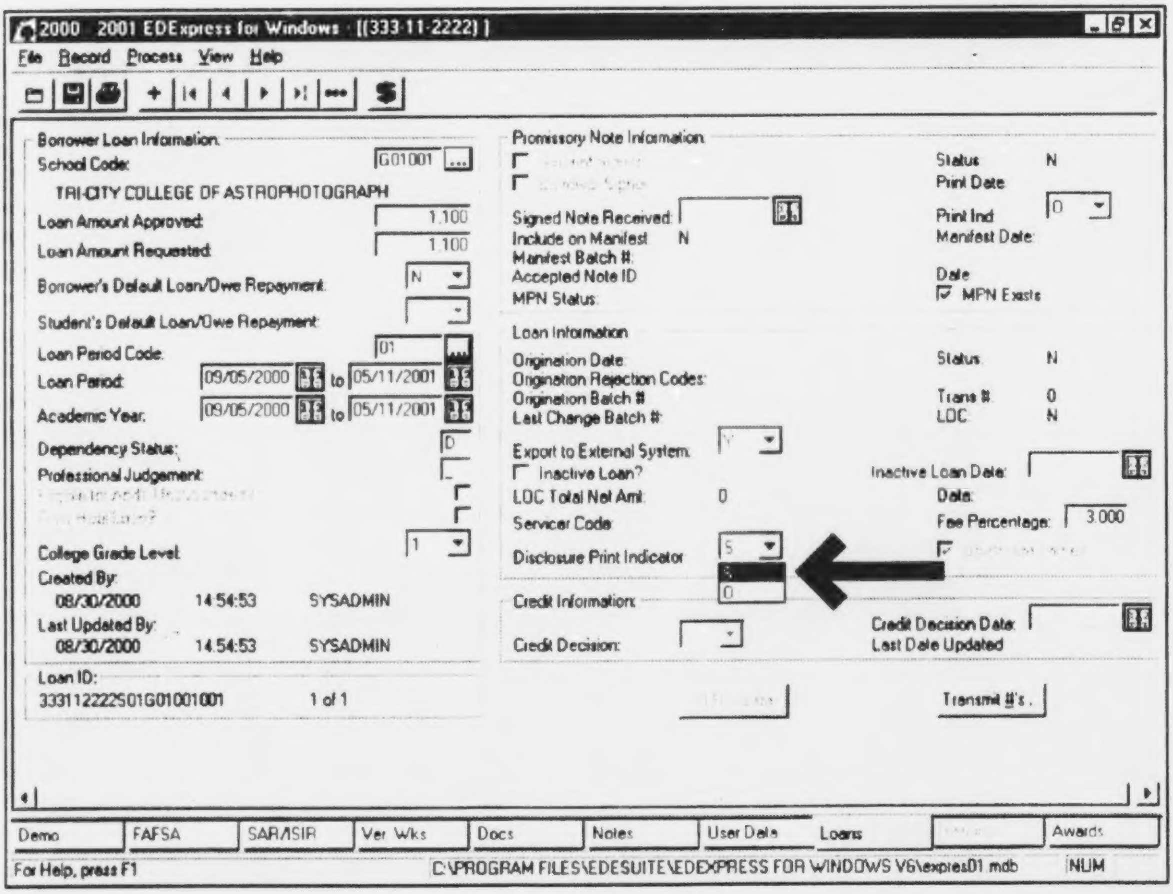
Generally, the LOC will print the disclosure statement for the borrower but you also have the option to print the disclosure. Set the Disclosure Print Indicator to "O" to print onsite ("S" prints at the LOC). This is discussed further in Unit 3, Lesson 1.

Note the time and date of the updates



Borrower Loan Information:
School Code: G01001
TRI-CITY COLLEGE OF ASTROPHOTOGRAPH
Loan Amount Approved: 1,100
Loan Amount Requested: 1,100
Borrower's Default Loan/Owe Repayment: N
Student's Default Loan/Owe Repayment:
Loan Period Code: 01
Loan Period: 09/05/2000 to 05/11/2001
Academic Year: 09/05/2000 to 05/11/2001
Dependency Status: D
Professional Judgement:
College Grade Level: 1
Created By:
08/30/2000 14:54:53 SYSADMIN
Last Updated By:
08/30/2000 14:54:53 SYSADMIN
Loan ID:
333112222S01G01001001 1 of 1

Promissory Note Information:
Signed Note Received:
Include on Manifest: N
Manifest Batch #:
Accepted Note ID
MPN Status:
Status: N
Print Date
Print Ind: O
Manifest Date:
Date
☑ MPN Exists

Loan Information:
Origination Date:
Origination Rejection Codes:
Origination Batch #:
Last Change Batch #:
Export to External System: Y
☐ Inactive Loan?
LOC Total Net Amt: 0
Servicer Code:
Disclosure Print Indicator: S (options: S, O)
Status: N
Trans #: 0
LOC: N
Inactive Loan Date:
Date:
Fee Percentage: 3.000

Credit Information:
Credit Decision:
Credit Decision Date:
Last Date Updated

For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb
NUM

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Loan Information

The loan information panel indicates the record is not ready to send to the LOC (Status = N)

Click the **Next** button

Status Flags ❶

Status flags track where in the process the full origination record stands. Loan origination status can be

N = Not Ready to Send

R = Ready to Send

B = Batched

A = Accepted by the LOC

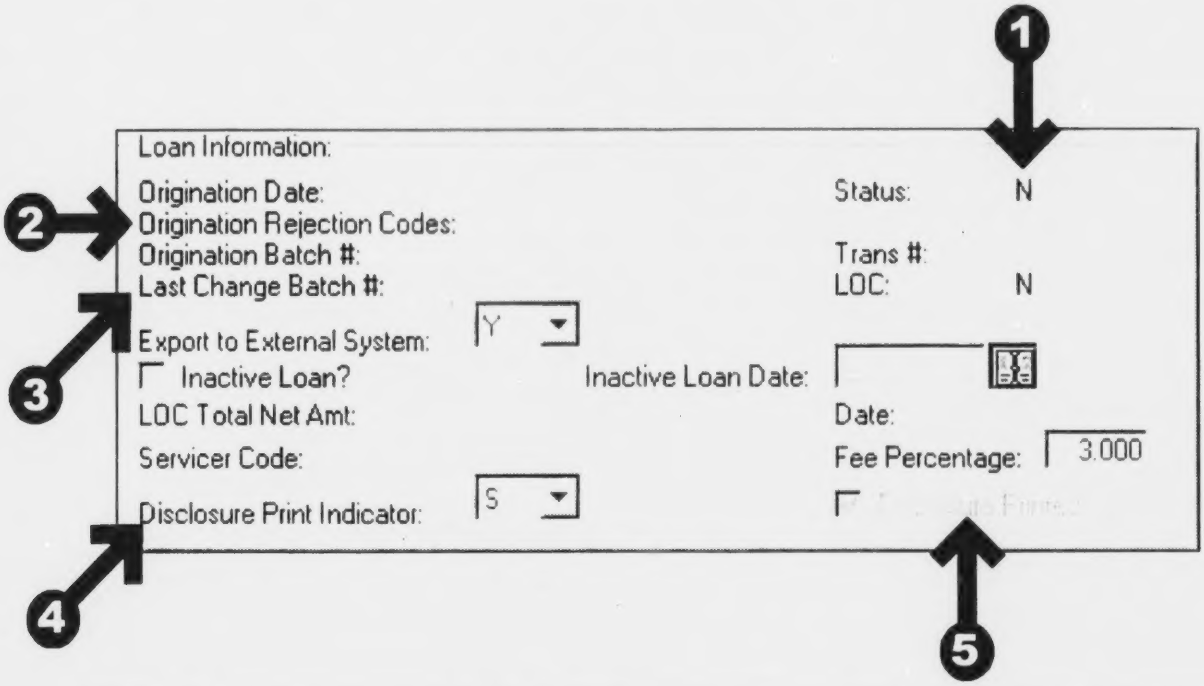
E = Rejected by the LOC

Origination Reject Codes display within the record. ❷

Last Change Batch displays within the record. ❸

Disclosure Print Indicator. The Disclosure Print Indicator displays where the Disclosure ❹ Statement will be printed (O- Onsite S- Loan Origination Center).

Disclosure Printed box indicates that the disclosure statement has already been printed (if Disclosure Print Indicator = O). The Disclosure Printed box will be marked automatically if the Disclosure Print Indicator = S. ❺



Loan Information:

Origination Date:

Status: N

Origination Rejection Codes:

Origination Batch #:

Trans #:

Last Change Batch #:

LOC: N

Export to External System: Y

☐ Inactive Loan?

Inactive Loan Date:

LOC Total Net Amt:

Date:

Servicer Code:

Fee Percentage: 3.000

Disclosure Print Indicator: S

☐ Disclosure Printed

Promissory Note Information

The promissory note information panel indicates whether the promissory note is ready to be printed. N for "Not Ready to Print" has been entered for this record.

Status Flags

Status flags track where in the process the promissory note stands. Promissory note status can be:

N = Not Ready to Print (only for Subsidized and Unsubsidized loans)

R = Ready to Print

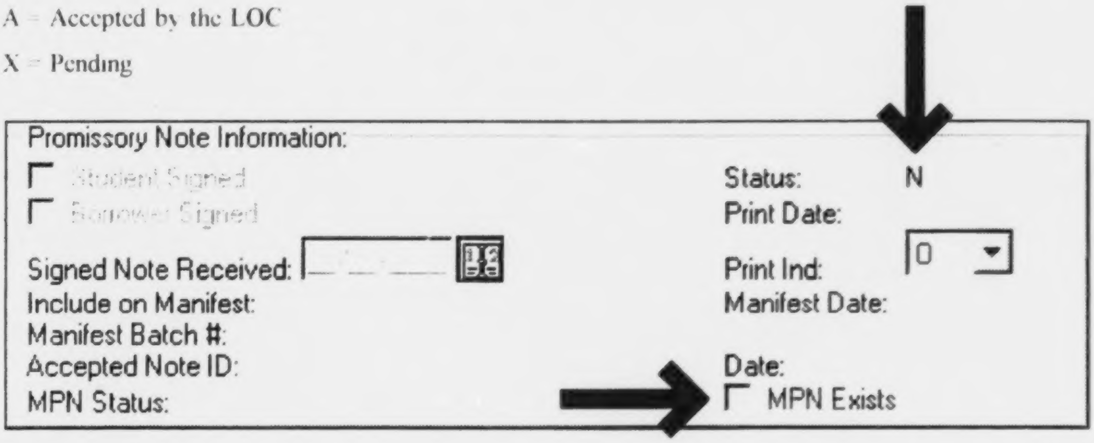
P = Printed or request to print sent to the LOC

S = Signed and Returned

M = Manifested

A = Accepted by the LOC

X = Pending



Promissory Note Information:

☐ Student Signed

☐ Borrower Signed

Signed Note Received: — — —

Include on Manifest:

Manifest Batch #:

Accepted Note ID:

MPN Status:

Status: N

Print Date:

Print Ind: 0

Manifest Date:

Date:

☐ MPN Exists

MPN Exists

This check box indicates that the borrower received an Unsubsidized or Subsidized loan in 1999-2000 and no new MPN is needed. We will discuss this option in greater detail in Unit 3. Refer to DLB-00-11(provided in Appendix K) for further guidance on the use of the MPN Exists flag.

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Methods of Identifying MPN Exists

The MPN Exists flag is designed to assist you in identifying students for which an MPN already exists. This task can be performed at the beginning of the process when you create the loan origination record, or you can simply wait to be notified by the LOC as to the existence of the MPN. Some the suggested methods for identifying the existence of the MPN are:

1. Review your own data. Did the student have a loan last year? The loan information could be stored in EDExpress or your own data system.
2. Check the NSLDS web site. You can review the student's loan history to see if a loan was processed for the previous year at a Direct Loan school.
3. Review the NSLDS data as part of the ISIR. You can review the student's loan history to see if a loan was processed for the previous year at a Direct Loan school.
4. Wait for the origination acknowledgement from the LOC. The MPN Status will automatically update if an MPN is already on file.

No matter which method you use to gather information about the MPN fields, you can use any of three methods to update the fields: Import Add, Multiple Entry and Manual Entry.

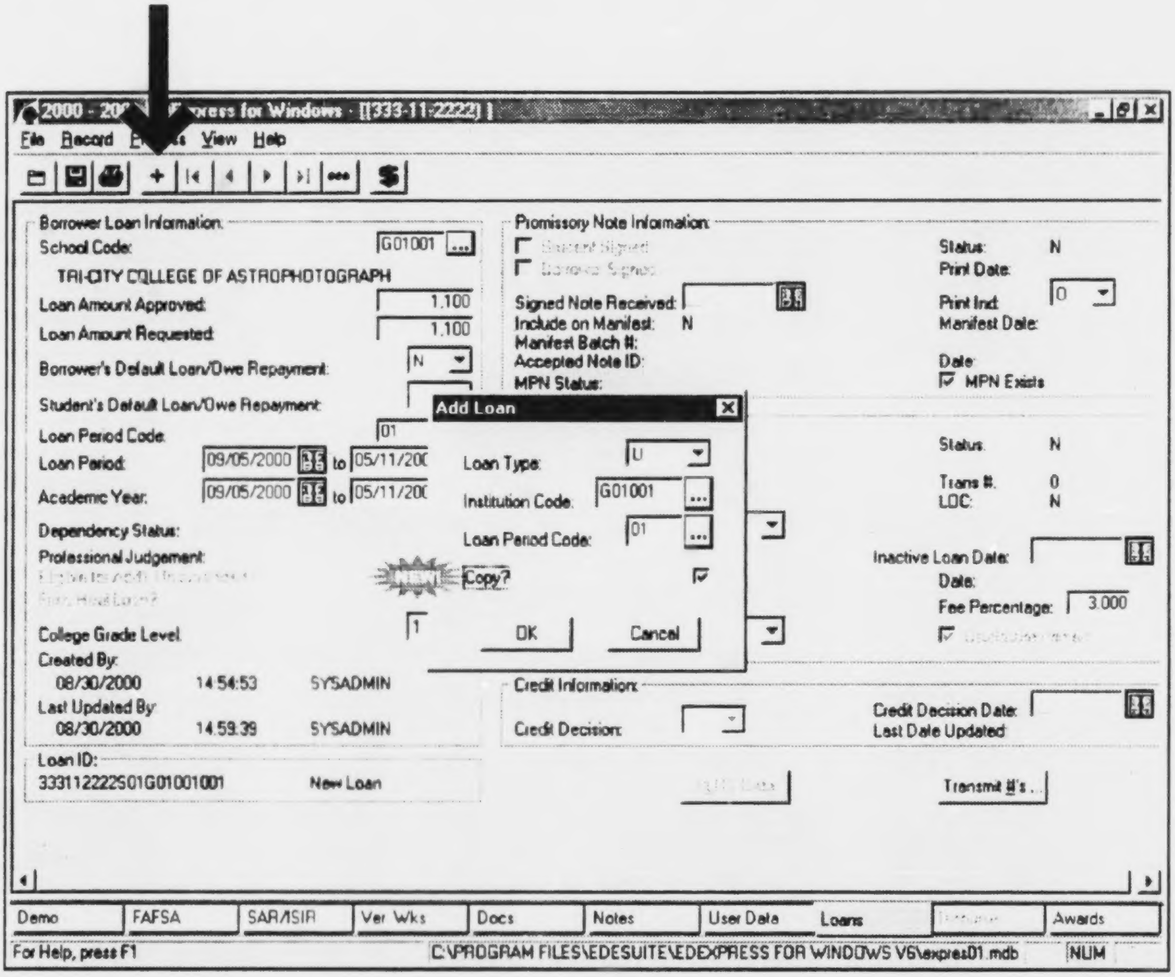
Create a Loan Using Copy

The copy feature allows you to use the data from a Subsidized or Unsubsidized record to create another Subsidized or Unsubsidized record. All the data except the loan amount is used to create the new record.

*Click the **Add Record** button on the toolbar(+). Select the Loan Type and the Loan Period Code*

*Click the **Copy?** box*

*Click **OK***



Borrower Loan Information:
School Code: G01001
TRI-CITY COLLEGE OF ASTROPHOTOGRAPH
Loan Amount Approved: 1,100
Loan Amount Requested: 1,100
Borrower's Default Loan/Owe Repayment: N
Student's Default Loan/Owe Repayment:
Loan Period Code: 01
Loan Period: 09/05/2000 to 05/11/200
Academic Year: 09/05/2000 to 05/11/200
Dependency Status:
Professional Judgement:
College Grade Level: 1
Created By: 08/30/2000 14:54:53 SYSADMIN
Last Updated By: 08/30/2000 14:59:39 SYSADMIN
Loan ID: 333112222S01G01001001 New Loan

Promissory Note Information:
Signed Note Received:
Include on Manifest: N
Manifest Batch #:
Accepted Note ID:
MPN Status:
Status: N
Print Date:
Print Ind: 0
Manifest Date:
Date:
☑ MPN Exists

Status: N
Trans #: 0
LOC: N
Inactive Loan Date:
Date:
Fee Percentage: 3.000

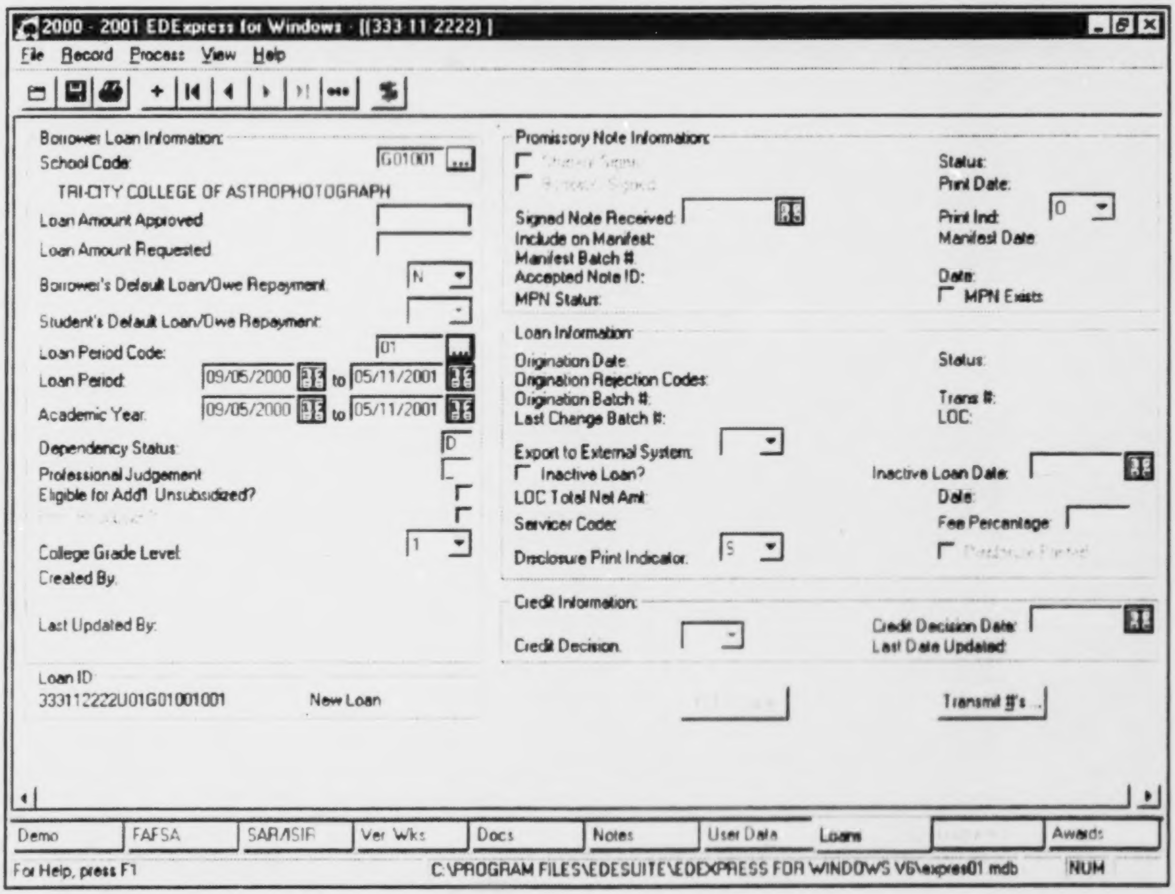
Add Loan
Loan Type: U
Institution Code: G01001
Loan Period Code: 01
Copy? ☑

Credit Information:
Credit Decision:
Credit Decision Date:
Last Date Updated:

For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb
NUM

BEST COPY AVAILABLE

The new Unsubsidized record has been created The only missing information is the loan amount


2000 - 2001 EDExpress for Windows - [(333-11-2222)]
File
Record
Process
View
Help
Demo
FAFSA
SAR/ISIR
Ver Wks
Docs
Notes
User Data
Loans
Awards
Transmit #'s ...
NUM

Borrower Loan Information:
School Code: G01001
TRI-CITY COLLEGE OF ASTROPHOTOGRAPH
Loan Amount Approved:
Loan Amount Requested:
Borrower's Default Loan/Owe Repayment: N
Student's Default Loan/Owe Repayment:
Loan Period Code: 01
Loan Period: 09/05/2000 to 05/11/2001
Academic Year: 09/05/2000 to 05/11/2001
Dependency Status: D
Professional Judgement:
Eligible for Add'l Unsubsidized? ☐
College Grade Level: 1
Created By:
Last Updated By:
Loan ID:
333112222U01G01001001 New Loan

Promissory Note Information:
Signed Note Received:
Include on Manifest:
Manifest Batch #:
Accepted Note ID:
MPN Status:
Status:
Print Date:
Print Ind: 0
Manifest Date:
Date:
☐ MPN Exists

Loan Information:
Origination Date:
Origination Rejection Codes:
Origination Batch #:
Last Change Batch #:
Export to External System:
☐ Inactive Loan?
LOC Total Net Amt:
Servicer Code:
Disclosure Print Indicator: S
Status:
Trans #:
LOC:
Inactive Loan Date:
Date:
Fee Percentage:

Credit Information:
Credit Decision:
Credit Decision Date:
Last Date Updated:

For Help, press F1 C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb

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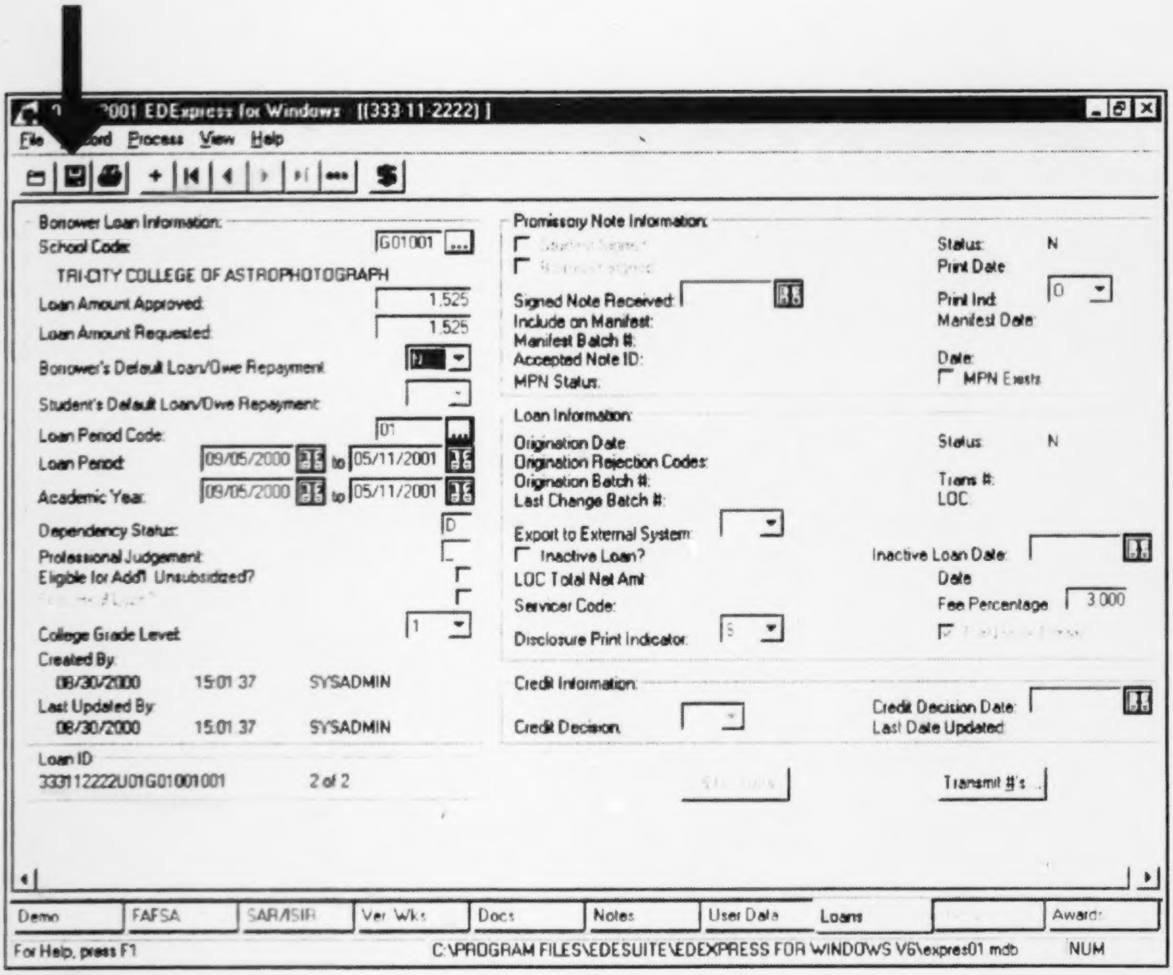
Enter the loan amount and save the record

Type the loan amount

Enter a ***$1525*** *loan*

Click the ***Save*** *button on the toolbar*


2001 EDExpress for Windows [(333-11-2222)]
File
Record
Process
View
Help
Status
Transmit #'s ...
Demo
FAFSA
SAR/ISIR
Ver Wks
Docs
Notes
User Data
Loans
Awards
For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb
NUM

Borrower Loan Information:
School Code: G01001
TRI-CITY COLLEGE OF ASTROPHOTOGRAPH
Loan Amount Approved: 1,525
Loan Amount Requested: 1,525
Borrower's Default Loan/Owe Repayment: N
Student's Default Loan/Owe Repayment:
Loan Period Code: 01
Loan Period: 09/05/2000 to 05/11/2001
Academic Year: 09/05/2000 to 05/11/2001
Dependency Status: D
Professional Judgement:
Eligible for Add'l Unsubsidized? ☐
☐
College Grade Level: 1
Created By:
08/30/2000 15:01:37 SYSADMIN
Last Updated By:
08/30/2000 15:01:37 SYSADMIN
Loan ID:
333112222U01G01001001 2 of 2

Promissory Note Information:
Status: N
Print Date:
Signed Note Received:
Print Ind: 0
Include on Manifest:
Manifest Date:
Manifest Batch #:
Accepted Note ID:
Date:
MPN Status:
☐ MPN Exists

Loan Information:
Origination Date:
Status: N
Origination Rejection Codes:
Origination Batch #:
Trans #:
Last Change Batch #:
LOC:
Export to External System:
☐ Inactive Loan?
Inactive Loan Date:
LOC Total Net Amt:
Date:
Servicer Code:
Fee Percentage: 3.000
Disclosure Print Indicator: S
☑

Credit Information:
Credit Decision Date:
Credit Decision:
Last Date Updated:

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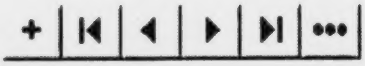
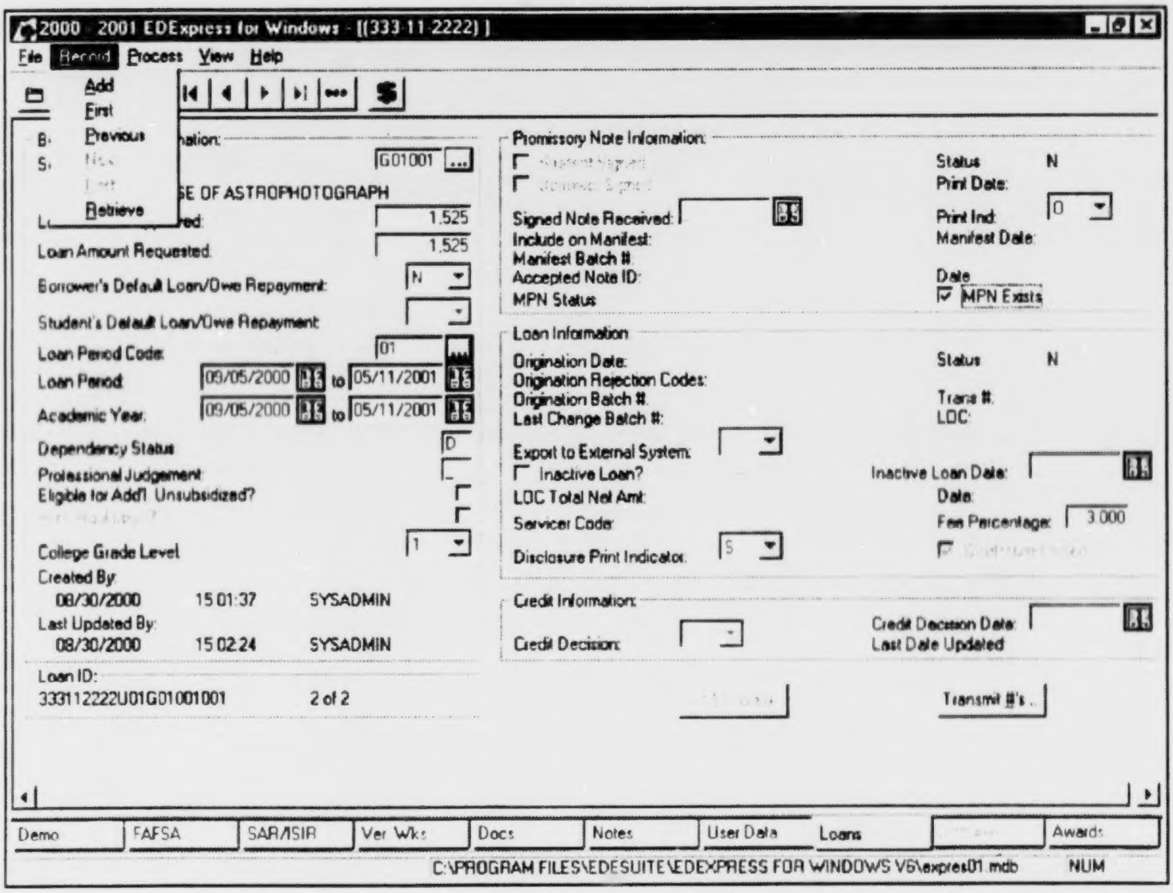
Loan Record Navigation

*Select **Record/Add** or click the **Add Record** button (+)*

If you have created more than one loan for a student, you can view the other records even though the Loan tab displays only one record at a time. EDExpress provides two methods for navigating through various loan records you may have created for one student. You can select Record from the menu bar, or you can use the Navigation button bar.




2000 - 2001 EDExpress for Windows - [(333-11-2222)]
File
Record
Process
View
Help
Add
First
Previous
Next
Last
Retrieve
Transmit #'s...
Demo
FAFSA
SAR/ISIR
Ver Wks
Docs
Notes
User Data
Loans
Awards
NUM

G01001

...SE OF ASTROPHOTOGRAPH

L... Approved: 1,525

Loan Amount Requested: 1,525

Borrower's Default Loan/Owe Repayment: N

Student's Default Loan/Owe Repayment:

Loan Period Code: 01

Loan Period: 09/05/2000 to 05/11/2001

Academic Year: 09/05/2000 to 05/11/2001

Dependency Status: D

Professional Judgement:

☐ Eligible for Add'l Unsubsidized?

College Grade Level: 1

Created By:
08/30/2000 15:01:37 SYSADMIN

Last Updated By:
08/30/2000 15:02:24 SYSADMIN

Loan ID:
333112222U01G01001001 2 of 2

Promissory Note Information:

Signed Note Received:

Include on Manifest:

Manifest Batch #:

Accepted Note ID:

MPN Status

Status: N

Print Date:

Print Ind: 0

Manifest Date:

Date

☑ MPN Exists

Loan Information:

Origination Date:

Origination Rejection Codes:

Origination Batch #:

Last Change Batch #:

Export to External System:

☐ Inactive Loan?

LOC Total Net Amt:

Servicer Code:

Disclosure Print Indicator: S

Status: N

Trans #:

LOC:

Inactive Loan Date:

Date:

Fee Percentage: 3.000

Credit Information:

Credit Decision:

Credit Decision Date:

Last Date Updated

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb

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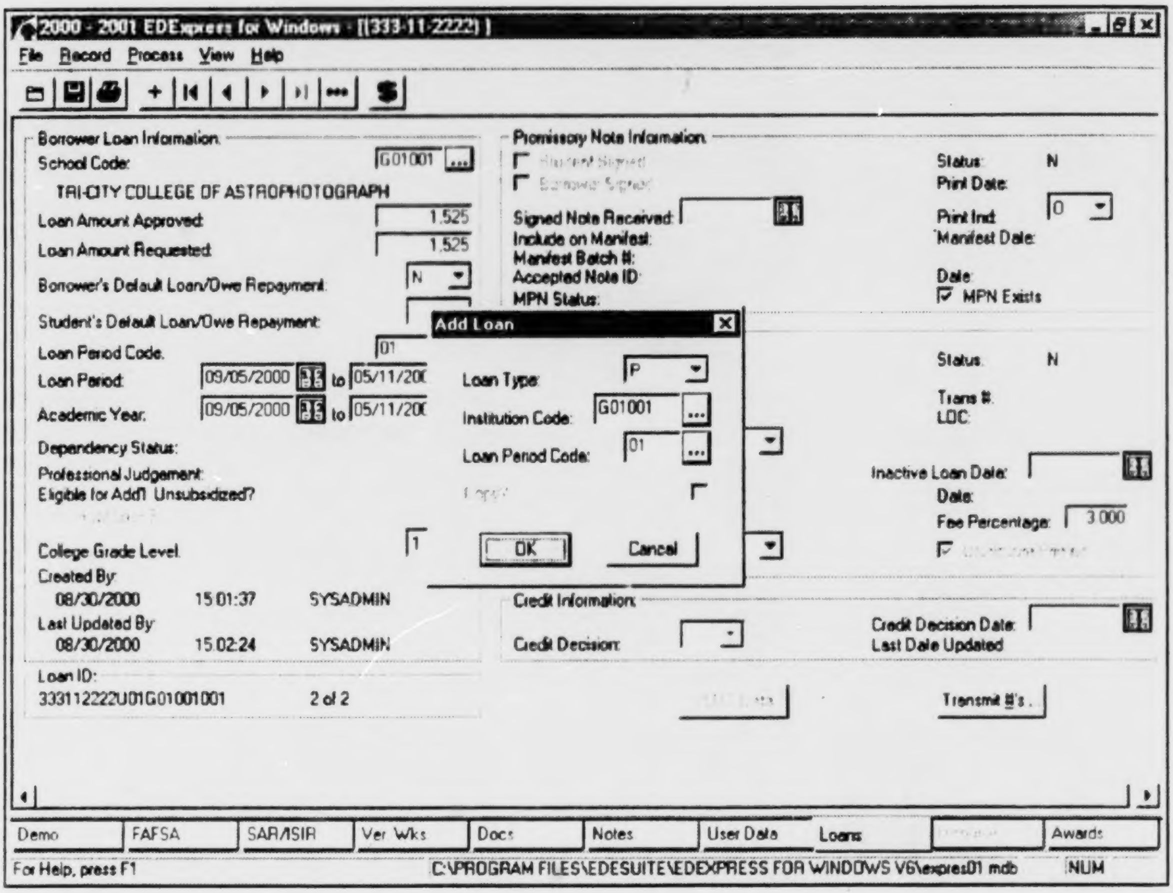
PLUS Record Add

Use the Record Add function on the menu bar to create other loans such as PLUS or an Unsubsidized Loan

*Select the desired Loan Type(**P** for PLUS) and Loan Period (**01**)*

*Click **OK***



2000 - 2001 EDExpress for Windows - [(333-11-2222)]

Borrower Loan Information
School Code: G01001
TRI-CITY COLLEGE OF ASTROPHOTOGRAPH
Loan Amount Approved: 1,525
Loan Amount Requested: 1,525
Borrower's Default Loan/Owe Repayment: N
Student's Default Loan/Owe Repayment:
Loan Period Code: 01
Loan Period: 09/05/2000 to 05/11/200
Academic Year: 09/05/2000 to 05/11/200
Dependency Status:
Professional Judgement:
Eligible for Add'l Unsubsidized?
College Grade Level: 1
Created By:
08/30/2000 15:01:37 SYSADMIN
Last Updated By:
08/30/2000 15:02:24 SYSADMIN
Loan ID:
333112222U01G01001001 2 of 2

Promissory Note Information
Signed Note Received:
Include on Manifest:
Manifest Batch #:
Accepted Note ID:
MPN Status:
Status: N
Print Date:
Print Ind: 0
Manifest Date:
Date:
☑ MPN Exists

Add Loan
Loan Type: P
Institution Code: G01001
Loan Period Code: 01

Status: N
Trans #:
LOC:
Inactive Loan Date:
Date:
Fee Percentage: 3.000

Credit Information
Credit Decision:
Credit Decision Date:
Last Date Updated

For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb
NUM

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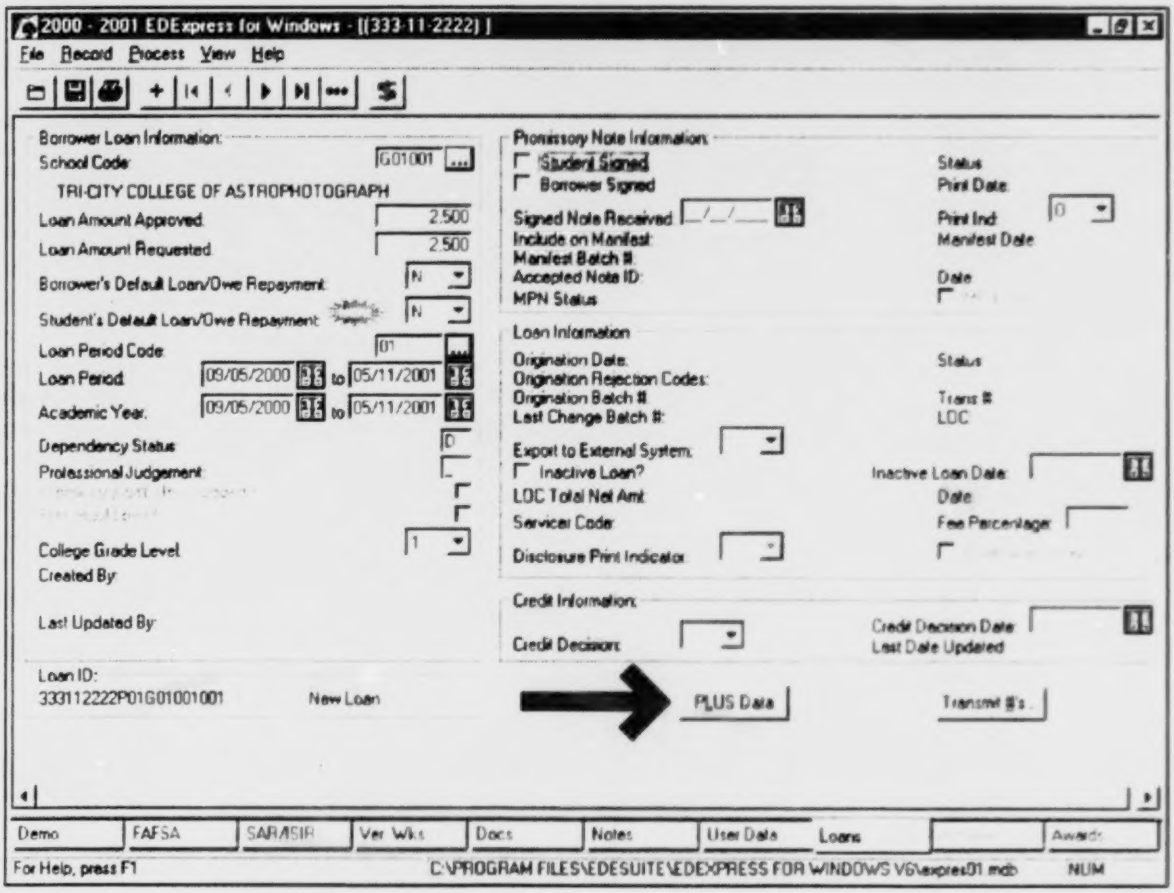
Type the loan amount

Set the default flag to ***N***

Click the ***PLUS Data*** *button to enter the parent's information*

For the PLUS record both the Borrower's and the Student's Default /Repayment field must be completed.

Note PLUS promissory notes can be printed prior to originating the PLUS loan record


2000 - 2001 EDExpress for Windows - [(333-11-2222)]

Borrower Loan Information:
School Code: G01001
TRI-CITY COLLEGE OF ASTROPHOTOGRAPH
Loan Amount Approved: 2,500
Loan Amount Requested: 2,500
Borrower's Default Loan/Owe Repayment: N
Student's Default Loan/Owe Repayment: N
Loan Period Code: 01
Loan Period: 09/05/2000 to 05/11/2001
Academic Year: 09/05/2000 to 05/11/2001
Dependency Status: D
Professional Judgement: ☐
College Grade Level: 1
Created By:
Last Updated By:

Loan ID:
333112222P01G01001001 New Loan

Promissory Note Information:
☐ Student Signed
☐ Borrower Signed
Signed Note Received: __/__/____
Include on Manifest:
Manifest Batch #:
Accepted Note ID:
MPN Status:
Status:
Print Date:
Print Ind: 0
Manifest Date:
Date:

Loan Information:
Origination Date:
Origination Rejection Codes:
Origination Batch #:
Last Change Batch #:
Export to External System:
☐ Inactive Loan?
LDC Total Net Amt:
Servicer Code:
Disclosure Print Indicator:
Status:
Trans #:
LDC
Inactive Loan Date:
Date:
Fee Percentage:

Credit Information:
Credit Decision:
Credit Decision Date:
Last Date Updated:

File
Record
Process
View
Help
PLUS Data
Transmit #'s...
Demo
FAFSA
SAR/ISIR
Ver Wks
Docs
Notes
User Data
Loans
Awards
For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb
NUM

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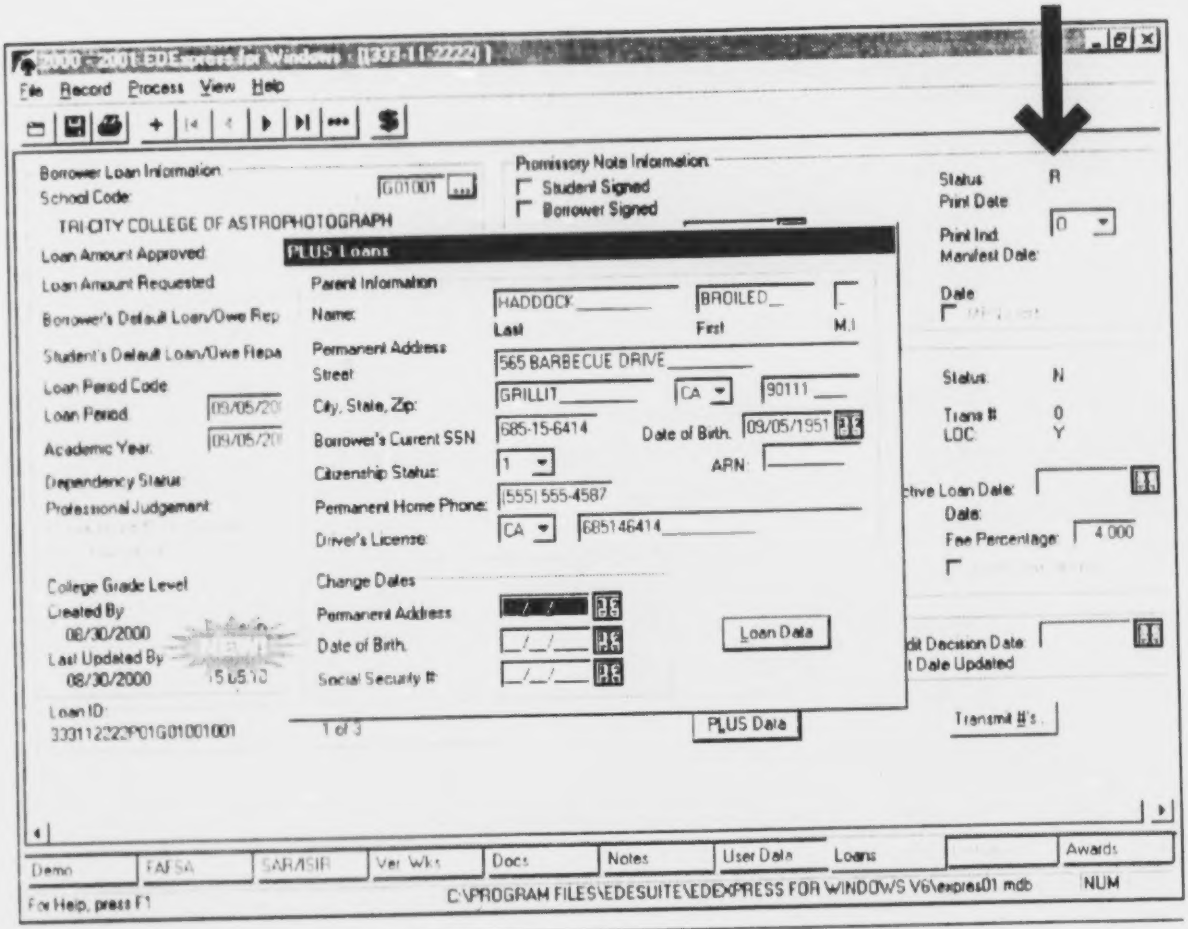
This box is used to store information about the parent borrower

Change dates are now tracked in the PLUS loan data box.

Complete the PLUS Loan data box with the information shown below

*Click the **Loan Data** button to return to the loan data screen*

The Prom Note Status flag is already at "R"


2000 - 2001 EDExpress for Windows - [333-11-2222]
File Record Process View Help
PLUS Loans
Loan Data
PLUS Data
Transmit #'s
Demo
FAFSA
SAR/ISIR
Ver Wks
Docs
Notes
User Data
Loans
Awards
For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb
NUM

Borrower Loan Information
School Code: G01001
TRI-CITY COLLEGE OF ASTROPHOTOGRAPH
Loan Amount Approved
Loan Amount Requested
Borrower's Default Loan/Owe Rep
Student's Default Loan/Owe Repa
Loan Period Code
Loan Period: 09/05/20
Academic Year: 09/05/20
Dependency Status
Professional Judgement
College Grade Level
Created By
08/30/2000
Last Updated By
08/30/2000
Loan ID:
333112222P01G01001001

Promissory Note Information
☐ Student Signed
☐ Borrower Signed
Status: R
Print Date
Print Ind: 0
Manifest Date:
Status: N
Trans #: 0
LOC: Y
Fee Percentage: 4.000

PLUS Loans
Parent Information
Name: HADDOCK (Last) BROILED (First) (M.I.)
Permanent Address
Street: 565 BARBECUE DRIVE
City, State, Zip: GRILLIT CA 90111
Borrower's Current SSN: 685-15-6414
Date of Birth: 09/05/1951
Citizenship Status: 1
ARN:
Permanent Home Phone: (555) 555-4587
Driver's License: CA 685146414
Change Dates
Permanent Address: _/_/_
Date of Birth: _/_/_
Social Security #: _/_/_
1 of 3

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Checking Credit Online

For 2000/2001, ED is offering an alternative to the traditional method (discussed in Lesson 6 of this Unit) for verifying the Parent borrowers credit rating, utilizing the new Loan Origination Online Web page (**www.lo-online.ed.gov**). Financial Aid Administrators no longer have to wait on credit decision updates from the LOC, but can run the credit check themselves. This service should be operational by early April 2000. It is expected that this tool will be used primarily by FAA's who are aware of a credit problem upfront and are attempting to determine if they should offer the student borrower Additional Unsub monies, without having to go through the entire PLUS process.

Once you have established a User Administrator and Users are identified to the LOC, via an online registration system, you can begin running credit checks, one at a time. Each transaction and user is recorded. **You should be aware that each attempt creates a line item in the borrower's credit history, displaying the notation "U.S. Department of Education". For this reason, you should exercise restraint when using this new tool.**

The new system does not replace, but rather enhances, the current PLUS origination process and works this way:

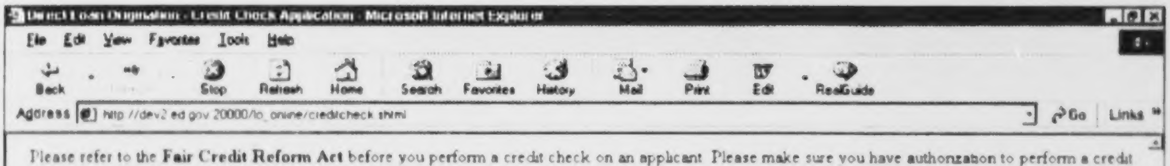
The school must first receive written permission from the parent borrower to run a credit check. The mechanism for obtaining the permission is up to the school, but can include a form with the Award letter, awaiting receipt of the PLUS Prom Note/Application, or by utilizing a form that can be downloaded from ED(**www.lo-online.ed.gov**). This permission can be faxed to the school, but must be kept in the students folder.

Note: A phone call from the parent borrower is not sufficient; permission must be in writing.

At that point, the school goes online and enters the parent borrowers' identifying data. The school will receive an immediate (within 30 seconds) Accept/Deny response, and the date of credit check (credit checks are valid for only 90 days). Each night the transactions are downloaded by the LO System and Acceptance/Denial letters are prepared for the Parent borrower. If your response is Accepted, you may then create a PLUS loan record and manually update the Credit Decision field. Finally, print the PLUS promissory note and obtain the signature, if you have not already done so.

Instead of creating a PLUS record, you may also determine that exceptional circumstances exist and award the additional unsubsidized loan to the student even though the parent passed the credit check.

After completing the required information for the applicant, the results of the credit check are displayed at the bottom of the page. In this example, the credit decision is "Accepted." Notice the dates that are also provided: decision date, request date, and today's date.


Direct Loan Origination - Credit Check Application - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back
Stop
Refresh
Home
Search
Favorites
History
Mail
Print
Edit
RealGuide
Address
Go
Links

http://dev2.ed.gov:20000/lo_online/creditcheck.shtml

Please refer to the **Fair Credit Reform Act** before you perform a credit check on an applicant. Please make sure you have authorization to perform a credit check by instructing the applicant to complete and sign the **Credit Record Authorization Form** (pdf format) and following your school's credit check policies and procedures.

Last Name: [illegible]
First Name: MARLEY
MI:
Date of Birth: 08 13 1949 (mm dd yyyy)
Social Security Number: 49993864 (No Dashes)
Address: 4321 ORANGE
Address-2:
City: FANTASY ISLAND
State: Illinois
Zip Code: 60750

Perform Credit Check
Clear Form

Credit Results

Applicant Name	Credit Decision	Decision Date	Request Date	Today's Date
MARLEY ABBANKIO	Accepted	4/5/2000	4/5/2000	4/5/2000

Local intranet

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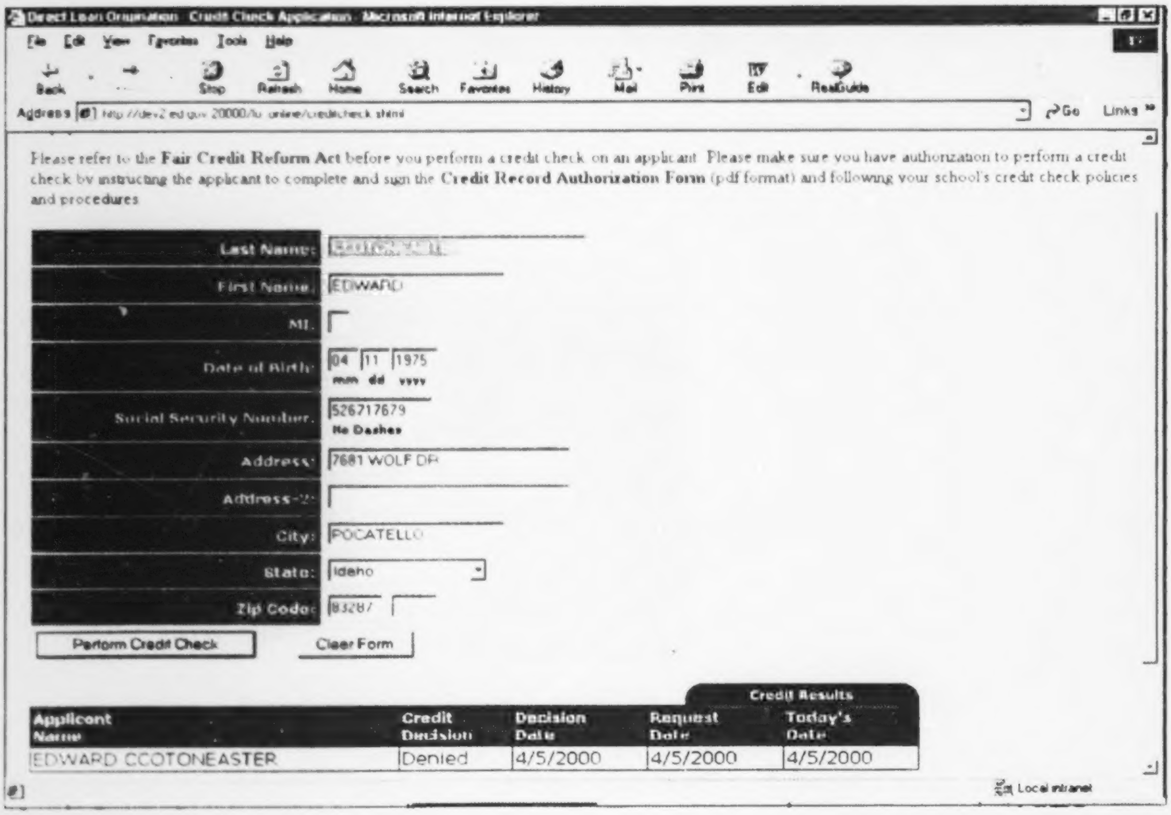
This record indicates a credit decision of denied


Direct Loan Origination - Credit Check Application - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back
Stop
Refresh
Home
Search
Favorites
History
Mail
Print
Edit
RealGuide
Address
http://dev2.ed.gov:20000/lo_online/creditcheck.shtml
Go
Links
Local intranet

Please refer to the **Fair Credit Reform Act** before you perform a credit check on an applicant. Please make sure you have authorization to perform a credit check by instructing the applicant to complete and sign the **Credit Record Authorization Form** (pdf format) and following your school's credit check policies and procedures

Last Name:	[illegible]
First Name:	EDWARD
MI:	
Date of Birth:	04 11 1975 mm dd yyyy
Social Security Number:	526717679 No Dashes
Address:	7681 WOLF DR
Address-2:	
City:	POCATELLO
State:	Idaho
Zip Code:	83287

Perform Credit Check   Clear Form

Credit Results

Applicant Name	Credit Decision	Decision Date	Request Date	Today's Date
EDWARD CCOTONEASTER	Denied	4/5/2000	4/5/2000	4/5/2000

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PLUS Loan Amounts

Unlike Subsidized and Unsubsidized loans, PLUS anticipated disbursements are based on the value of the loan amount approved.

On a PLUS record, a borrower cannot be approved for an amount greater than the request on the application/promissory note. Since the loan amount requested may be greater than the approved amount, the anticipated disbursements are based on the loan amount approved. Therefore, any changes must be made to the loan amount approved. If the promissory note indicates different amounts for these two fields, the LOC uses the lower amount to compare to the origination record.

	Loan Amount Approved	Loan Amount Requested
Subsidized or Unsubsidized	Maximum amount for which the borrower is eligible	Maximum amount the borrower wishes to receive, not to exceed the amount approved
PLUS	Maximum amount for which the borrower is eligible, not to exceed the amount requested	Maximum amount the borrower wishes to receive, up to the student's cost of attendance, less estimated financial assistance

Note: For PLUS, the maximum amount the borrower is eligible for is based on the student's cost of attendance, less estimated financial assistance. For Subsidized and Unsubsidized loans, the maximum amount the borrower is eligible for is based on the borrower's grade level, dependency status, cost of attendance, and estimated financial assistance.

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Process/Originate

All loan records must be originated before full origination records can be exported to the Loan Origination Center.

Process/Originate is the software command that applies the loan amount requested (Subsidized and Unsubsidized) or the loan amount approved (PLUS) to the anticipated disbursement dates on the loan record. This process divides the loan amount by the number of anticipated disbursements, rounds accordingly, and calculates the gross, fee, and net anticipated disbursements.

The originate command also edits the loan data for accuracy. If any data is missing or invalid, you are prompted to enter any required data and to try the originate command again. If the loan record passes these edits, its loan origination status flag is set to R (Ready to Send) and the promissory note status is set to R (Ready to Print).

Subsidized Loan Amount = 3000	Anticipated Disbursement 1	Anticipated Disbursement 2
	09/01/2000	01/11/2001
Gross	1500	1500
Fee (3%)	45	45
Net	1455	1455

Rounding Guidelines are provided in the Direct Loan Technical Reference, Sections 3 and 7.

Importing Complete Records

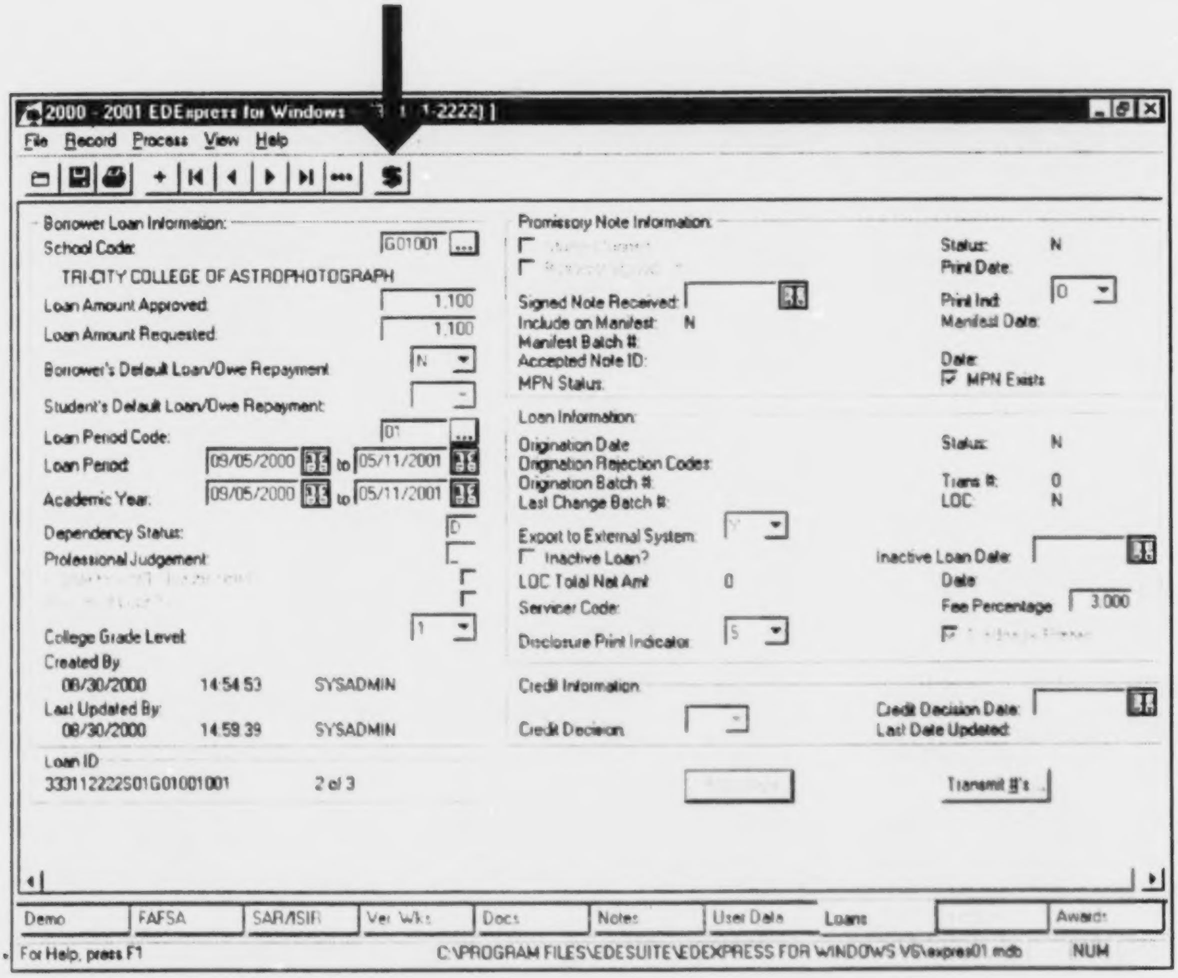
If you import complete loan records (including loan amounts) from the EDExpress Packaging module or an external source, EDExpress originates the records automatically. It also originates the records automatically if you import change records from an external source that complete existing records. (See the *Direct Loan Technical Reference* for details.)

Originate a Loan Record

The origination process in EDExpress calculates the anticipated disbursements and gets the loan record ready to send to the LOC

Note The Process Originate option is available only after you have saved a manually created loan

*Choose **Process/ Originate** from the menu or click the **Originate** button*



Borrower Loan Information:
School Code: G01001
TRI-CITY COLLEGE OF ASTROPHOTOGRAPH
Loan Amount Approved: 1,100
Loan Amount Requested: 1,100
Borrower's Default Loan/Owe Repayment: N
Student's Default Loan/Owe Repayment:
Loan Period Code: 01
Loan Period: 09/05/2000 to 05/11/2001
Academic Year: 09/05/2000 to 05/11/2001
Dependency Status: D
Professional Judgement:
College Grade Level: 1
Created By
08/30/2000 14:54:53 SYSADMIN
Last Updated By:
08/30/2000 14:59:39 SYSADMIN
Loan ID
333112222S01G01001001 2 of 3

Promissory Note Information:
Status: N
Print Date:
Signed Note Received:
Print Ind: 0
Include on Manifest: N
Manifest Date:
Manifest Batch #:
Accepted Note ID:
Date:
MPN Status:
☑ MPN Exists

Loan Information:
Origination Date
Status: N
Origination Rejection Codes:
Origination Batch #:
Trans #: 0
Last Change Batch #:
LOC: N
Export to External System: Y
☐ Inactive Loan?
Inactive Loan Date:
LOC Total Net Amt: 0
Date:
Servicer Code:
Fee Percentage: 3.000
Disclosure Print Indicator: 5

Credit Information:
Credit Decision Date:
Credit Decision:
Last Date Updated:

For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb

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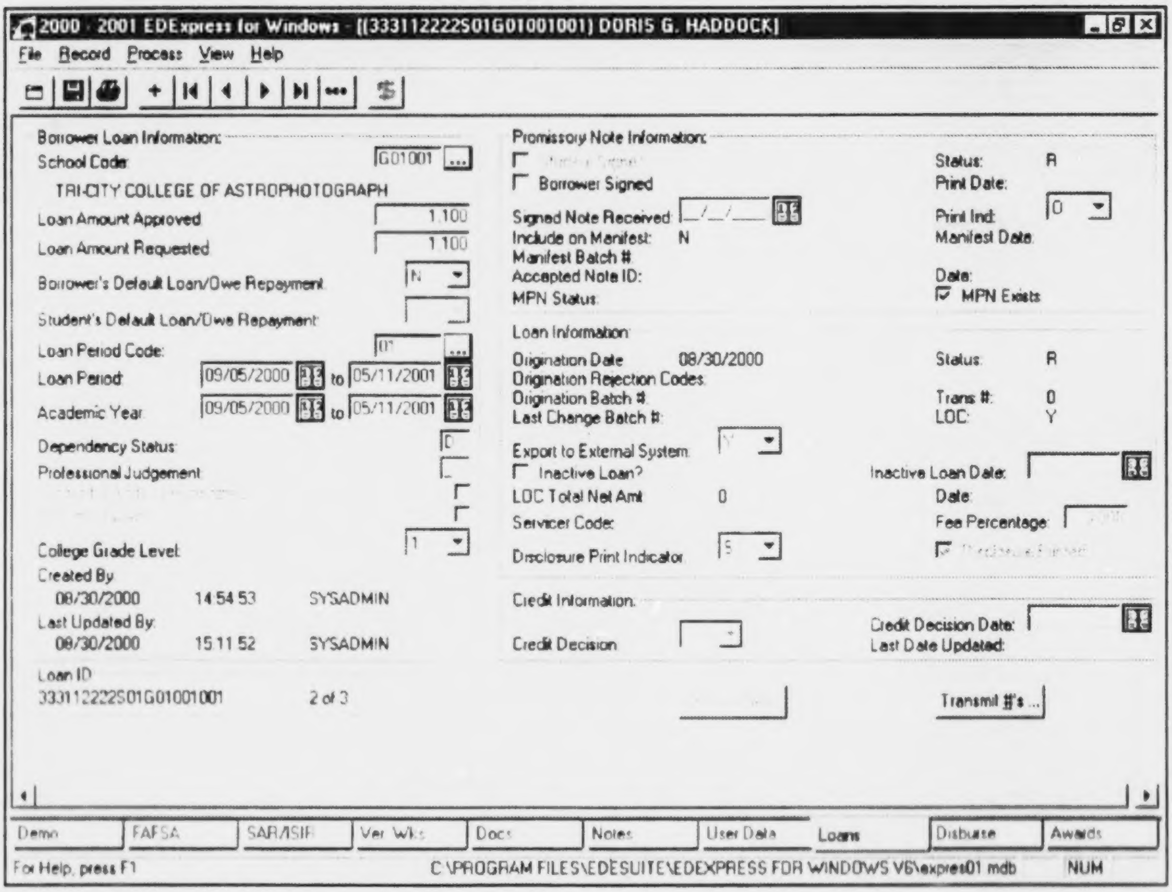
*Click the **Disburse** tab*

What is the loan origination status of this record? Why did it change?


2000 - 2001 EDExpress for Windows - [(333112222S01G01001001) DORIS G. HADDOCK]
File
Record
Process
View
Help
Transmit #'s ...
Demo
FAFSA
SAR/ISIR
Ver Wks
Docs
Notes
User Data
Loans
Disburse
Awards
For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb
NUM

Borrower Loan Information:
School Code: G01001
TRI-CITY COLLEGE OF ASTROPHOTOGRAPH
Loan Amount Approved: 1,100
Loan Amount Requested: 1,100
Borrower's Default Loan/Owe Repayment: N
Student's Default Loan/Owe Repayment:
Loan Period Code: 01
Loan Period: 09/05/2000 to 05/11/2001
Academic Year: 09/05/2000 to 05/11/2001
Dependency Status: D
Professional Judgement:
College Grade Level: 1
Created By:
08/30/2000 14:54:53 SYSADMIN
Last Updated By:
08/30/2000 15:11:52 SYSADMIN
Loan ID
333112222S01G01001001 2 of 3

Promissory Note Information:
☐ Borrower Signed
Signed Note Received: __/__/____
Include on Manifest: N
Manifest Batch #:
Accepted Note ID:
MPN Status:
Status: R
Print Date:
Print Ind: 0
Manifest Date:
Date:
☑ MPN Exists

Loan Information:
Origination Date: 08/30/2000
Origination Rejection Codes:
Origination Batch #:
Last Change Batch #:
Export to External System: Y
☐ Inactive Loan?
LOC Total Net Amt: 0
Servicer Code:
Disclosure Print Indicator: S
Status: R
Trans #: 0
LOC: Y
Inactive Loan Date:
Date:
Fee Percentage:

Credit Information:
Credit Decision:
Credit Decision Date:
Last Date Updated:

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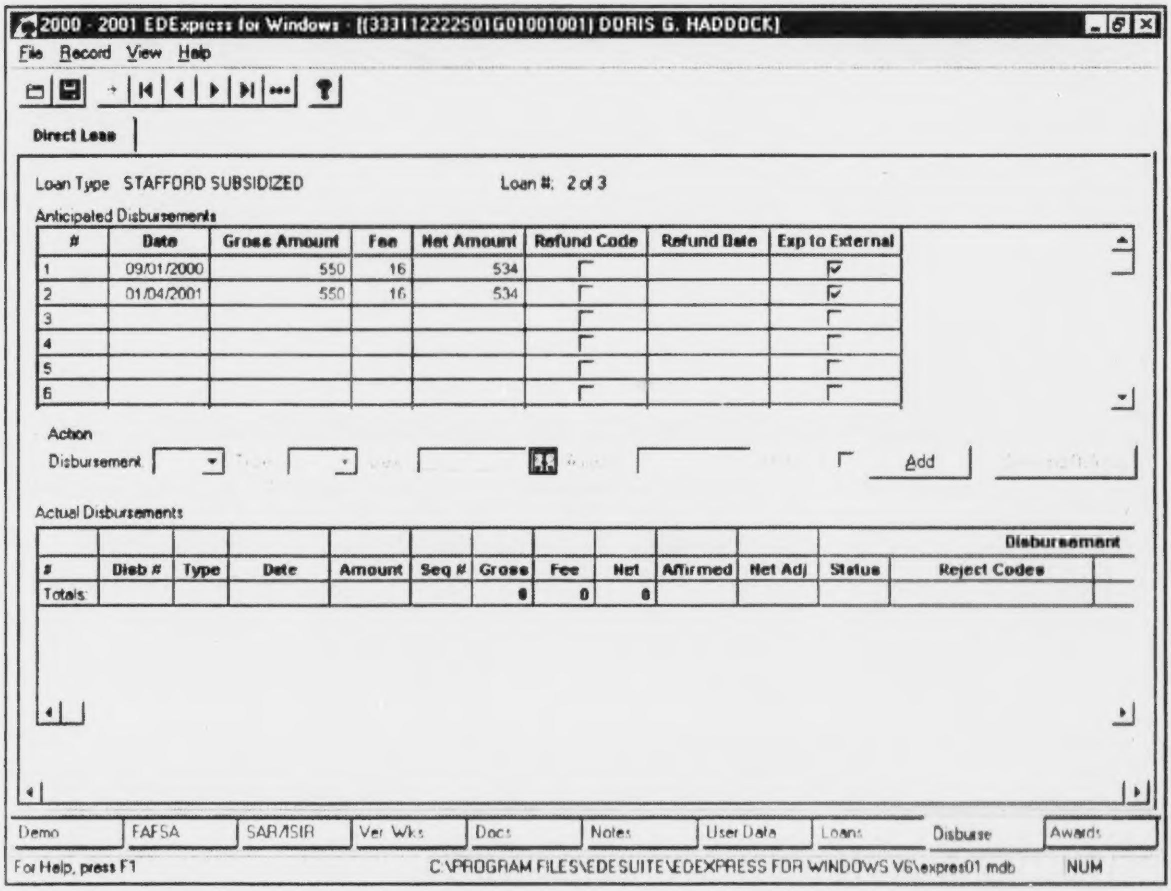
How did EDExpress know what anticipated disbursement dates to use?

Click the ***Loans*** *tab*

Is the full origination record from this loan ready to send to the LOC?

You must save this record to preserve the origination data you just generated.

This loan record can now be included in a future export batch of full Stafford origination records to the LOC.


2000 - 2001 EDExpress for Windows - [(333112222S01G01001001) DORIS G. HADDOCK]
File
Record
View
Help
Direct Loan
Action
Add
Demo
FAFSA
SAR/ISIR
Ver Wks
Docs
Notes
User Data
Loans
Disburse
Awards
For Help, press F1
NUM

Loan Type STAFFORD SUBSIDIZED

Loan #: 2 of 3

Anticipated Disbursements

#	Date	Gross Amount	Fee	Net Amount	Refund Code	Refund Date	Exp to External
1	09/01/2000	550	16	534	☐		☑
2	01/04/2001	550	16	534	☐		☑
3					☐		☐
4					☐		☐
5					☐		☐
6					☐		☐

Disbursement ☐

Actual Disbursements

											Disbursement	
#	Disb #	Type	Date	Amount	Seq #	Gross	Fee	Net	Affirmed	Net Adj	Status	Reject Codes
Totals:						0	0	0				

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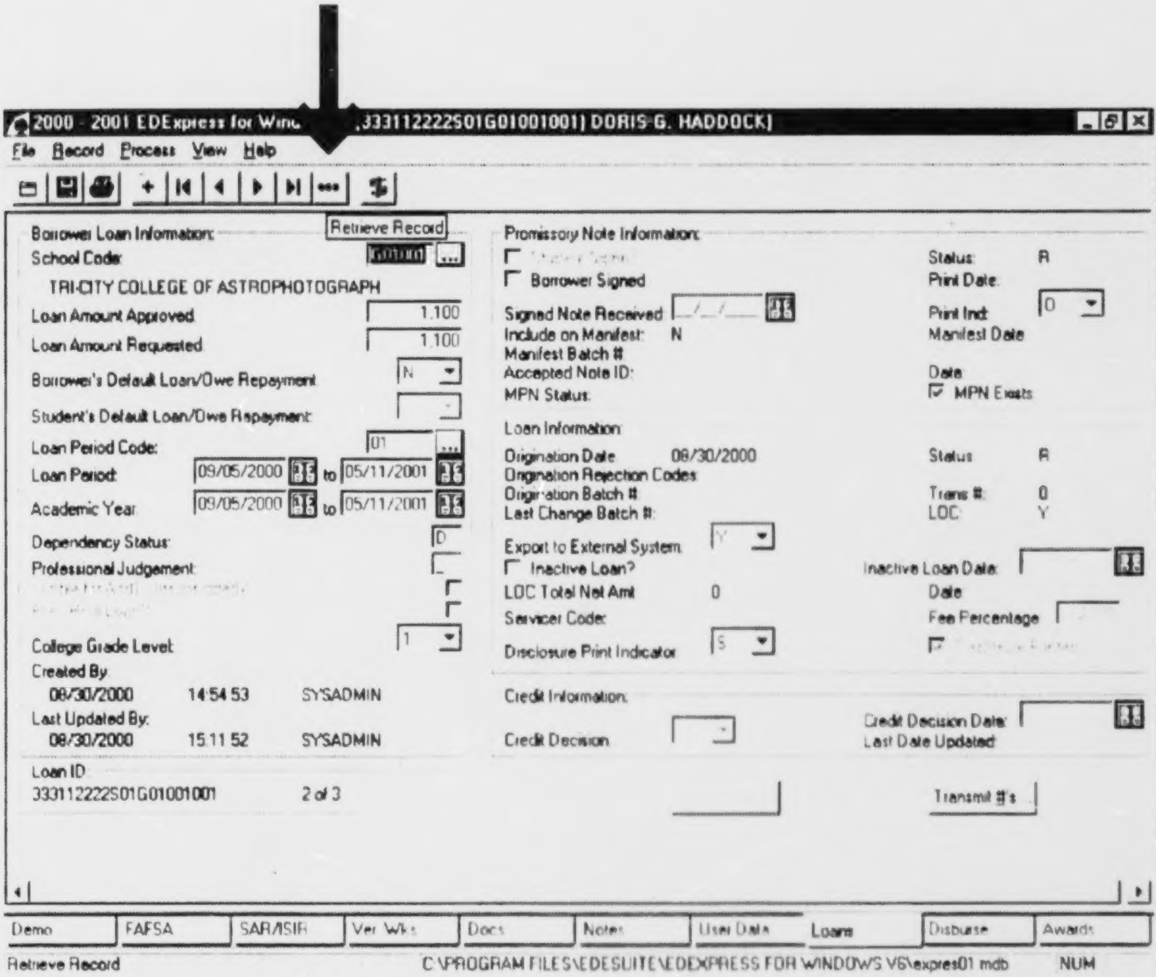
*Click the **Ellipsis** button to see a list of all loans*

You must now originate the PLUS loan that was created


2000 - 2001 EDExpress for Wind ,333112222S01G01001001] DORIS G. HADDOCK]
File
Record
Process
View
Help
Retrieve Record
Demo
FAFSA
SAR/ISIR
Ver Wks
Docs
Notes
User Data
Loans
Disburse
Awards
Transmit #'s

Borrower Loan Information:
School Code: [illegible]
TRI-CITY COLLEGE OF ASTROPHOTOGRAPH
Loan Amount Approved: 1,100
Loan Amount Requested: 1,100
Borrower's Default Loan/Owe Repayment: N
Student's Default Loan/Owe Repayment:
Loan Period Code: 01
Loan Period: 09/05/2000 to 05/11/2001
Academic Year: 09/05/2000 to 05/11/2001
Dependency Status: D
Professional Judgement:
College Grade Level: 1
Created By: 08/30/2000 14:54:53 SYSADMIN
Last Updated By: 08/30/2000 15:11:52 SYSADMIN
Loan ID: 333112222S01G01001001 2 of 3

Promissory Note Information:
☐ Borrower Signed
Signed Note Received: __/__/____
Include on Manifest: N
Manifest Batch #
Accepted Note ID:
MPN Status:
Status: R
Print Date:
Print Ind: 0
Manifest Date
Date
☑ MPN Exists

Loan Information:
Origination Date: 08/30/2000
Origination Rejection Codes
Origination Batch #
Last Change Batch #:
Status: R
Trans #: 0
LOC: Y
Export to External System: Y
☐ Inactive Loan?
Inactive Loan Date:
LOC Total Net Amt: 0
Date
Servicer Code:
Fee Percentage
Disclosure Print Indicator: S

Credit Information:
Credit Decision:
Credit Decision Date:
Last Date Updated:

Retrieve Record C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb NUM

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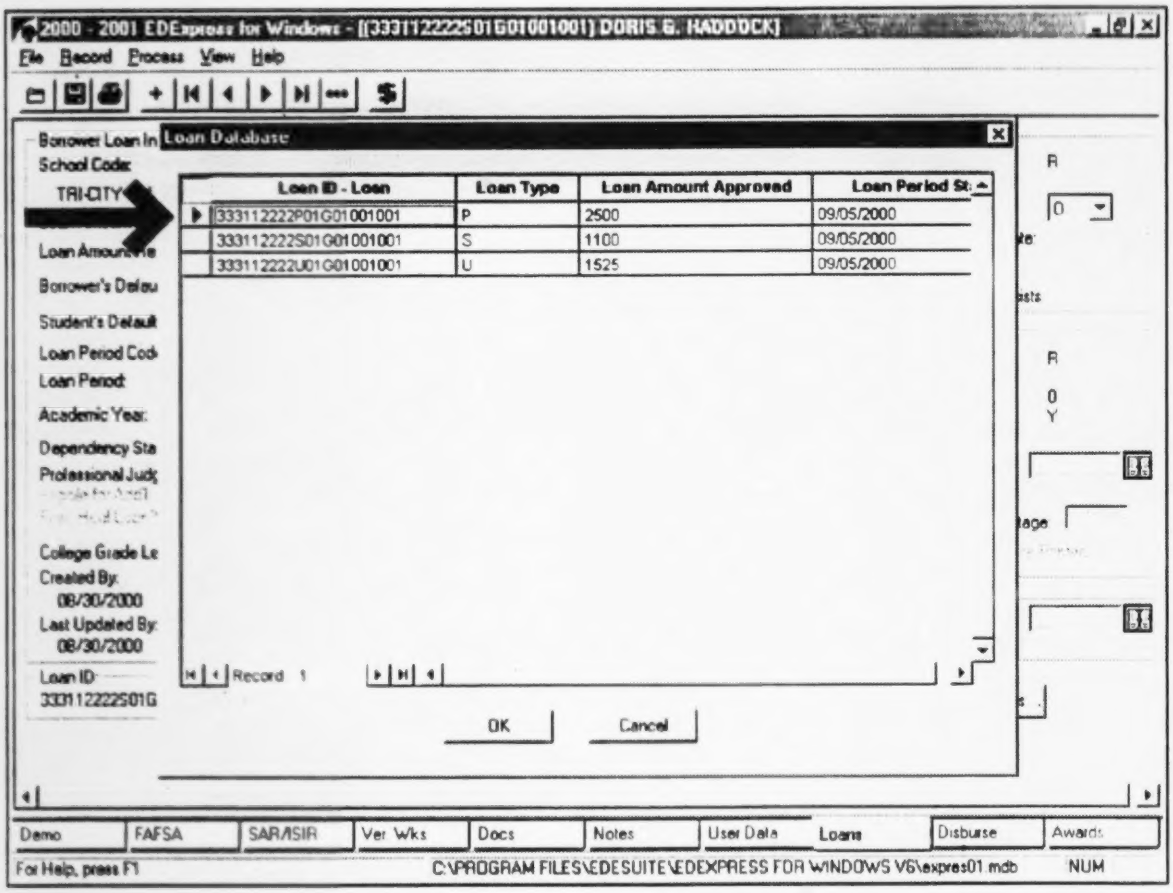
Click the ***PLUS*** *record to select it*

Click ***OK***


2000 - 2001 EDExpress for Windows - [(333112222S01G01001001) DORIS G. HADDOCK]
File Record Process View Help
Loan Database
Borrower Loan In
School Code:
TRI-CITY
Loan Amount
Borrower's Defau
Student's Default
Loan Period Code
Loan Period:
Academic Year:
Dependency Sta
Professional Judg
College Grade Le
Created By:
08/30/2000
Last Updated By:
08/30/2000
Loan ID:
333112222S01G
Record 1
OK
Cancel
Demo
FAFSA
SAR/ISIR
Ver Wks
Docs
Notes
User Data
Loans
Disburse
Awards
For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb
NUM

Loan ID - Loan	Loan Type	Loan Amount Approved	Loan Period St
333112222P01G01001001	P	2500	09/05/2000
333112222S01G01001001	S	1100	09/05/2000
333112222U01G01001001	U	1525	09/05/2000

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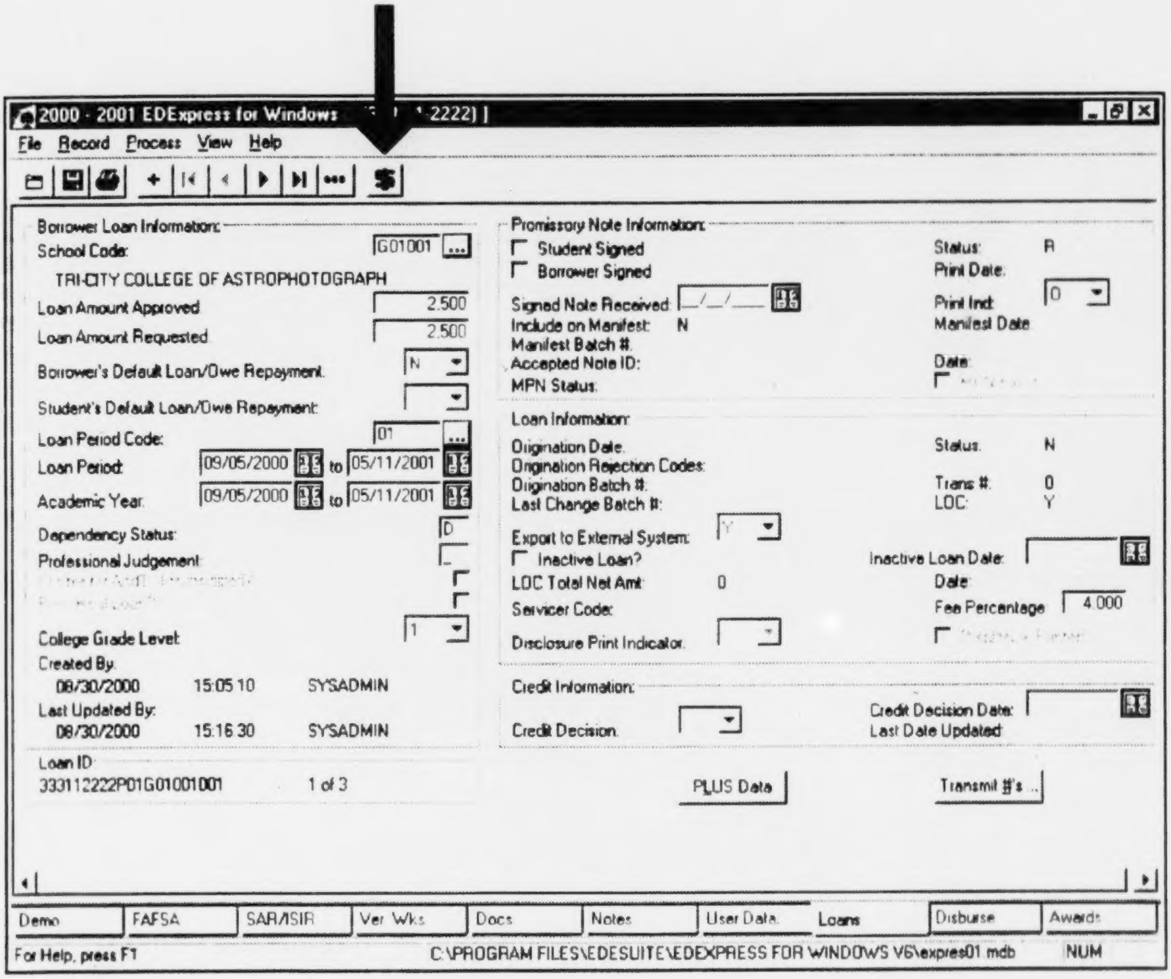
Click the Originate button on the toolbar or select ***Process/ Originate*** *from the menu bar*

The loan is ready to originate


2000 - 2001 EDExpress for Windows
File
Record
Process
View
Help
PLUS Data
Transmit #'s ...
Demo
FAFSA
SAR/ISIR
Ver Wks
Docs
Notes
User Data
Loans
Disburse
Awards
For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01 mdb
NUM

Borrower Loan Information:
School Code: G01001
TRI-CITY COLLEGE OF ASTROPHOTOGRAPH
Loan Amount Approved: 2,500
Loan Amount Requested: 2,500
Borrower's Default Loan/Owe Repayment: N
Student's Default Loan/Owe Repayment:
Loan Period Code: 01
Loan Period: 09/05/2000 to 05/11/2001
Academic Year: 09/05/2000 to 05/11/2001
Dependency Status: D
Professional Judgement:
College Grade Level: 1
Created By: 08/30/2000 15:05:10 SYSADMIN
Last Updated By: 08/30/2000 15:16:30 SYSADMIN
Loan ID: 333112222P01G01001001 1 of 3

Promissory Note Information:
☐ Student Signed
☐ Borrower Signed
Signed Note Received: __/__/____
Include on Manifest: N
Manifest Batch #:
Accepted Note ID:
MPN Status:
Status: R
Print Date:
Print Ind: 0
Manifest Date:
Date:

Loan Information:
Origination Date:
Origination Rejection Codes:
Origination Batch #:
Last Change Batch #:
Export to External System: Y
☐ Inactive Loan?
LOC Total Net Amt: 0
Servicer Code:
Disclosure Print Indicator:
Status: N
Trans #: 0
LOC: Y
Inactive Loan Date:
Date:
Fee Percentage: 4.000

Credit Information:
Credit Decision:
Credit Decision Date:
Last Date Updated:

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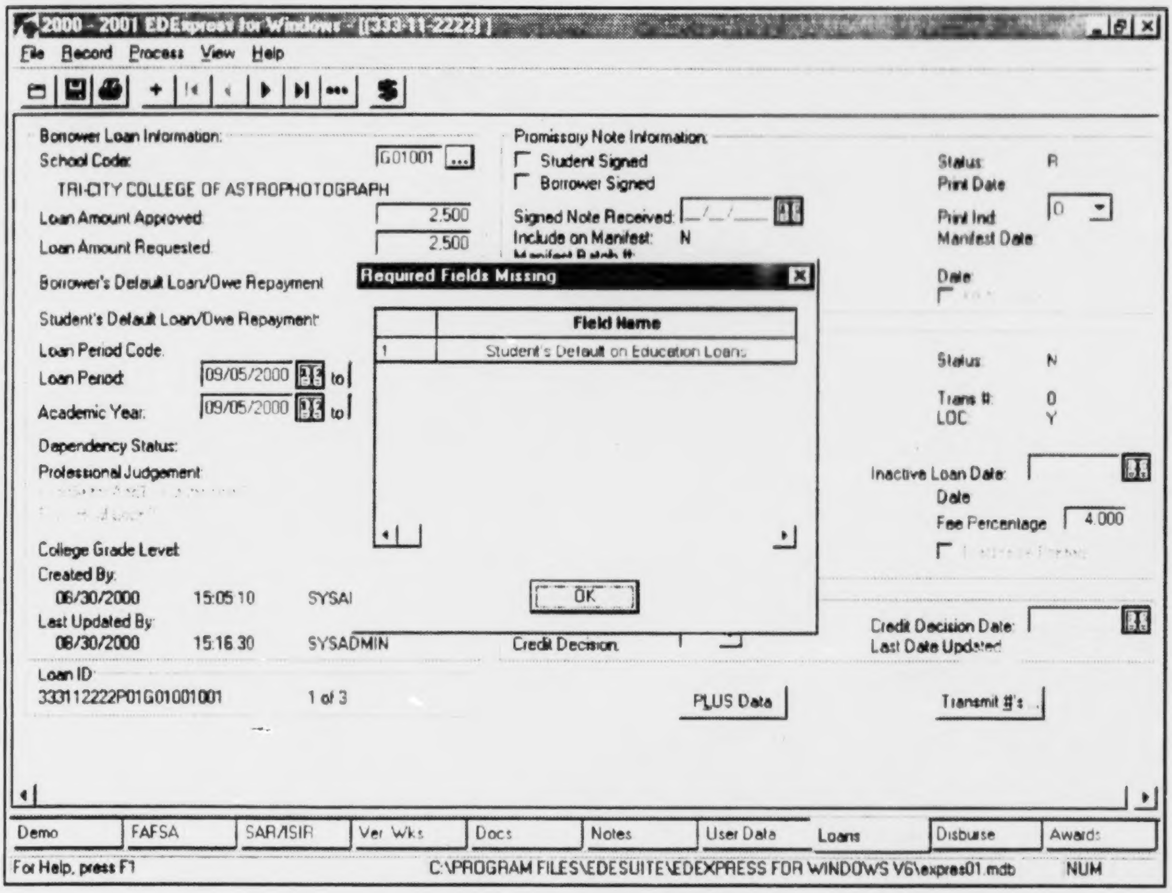
This record could not be originated because the default loan field was not completed

This is an example of the edits performed to ensure that all that required data elements are present to originate the loan

Click ***OK***


2000 - 2001 EDExpress for Windows - [(333-11-2222)]
File
Record
Process
View
Help
Demo
FAFSA
SAR/ISIR
Ver Wks
Docs
Notes
User Data
Loans
Disburse
Awards
PLUS Data
Transmit #'s ...
OK

Borrower Loan Information:
School Code: G01001
TRI-CITY COLLEGE OF ASTROPHOTOGRAPH
Loan Amount Approved: 2,500
Loan Amount Requested: 2,500
Borrower's Default Loan/Owe Repayment
Student's Default Loan/Owe Repayment:
Loan Period Code:
Loan Period: 09/05/2000 to
Academic Year: 09/05/2000 to
Dependency Status:
Professional Judgement:
College Grade Level:
Created By:
06/30/2000 15:05:10 SYSAI
Last Updated By:
08/30/2000 15:16:30 SYSADMIN
Loan ID:
333112222P01G01001001 1 of 3

Promissory Note Information:
☐ Student Signed
☐ Borrower Signed
Signed Note Received: __/__/____
Include on Manifest: N
Credit Decision:

Status: R
Print Date
Print Ind: 0
Manifest Date
Date:
Status: N
Trans #: 0
LOC: Y
Inactive Loan Date:
Date
Fee Percentage: 4.000
Credit Decision Date:
Last Date Updated:

Required Fields Missing

	Field Name
1	Student's Default on Education Loans

For Help, press F1 C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb NUM

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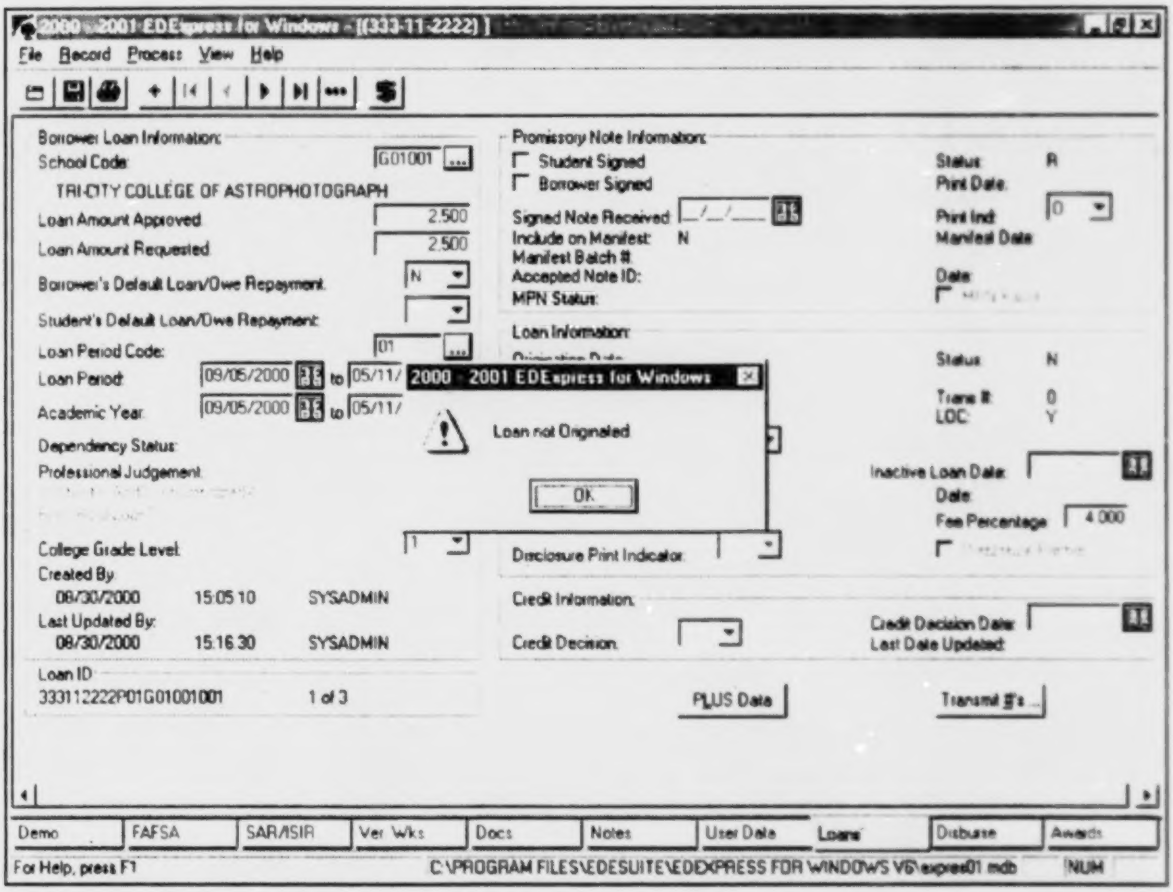
Click **OK**	The pop-up tells you that the loan has not been originated



2000 - 2001 EDExpress for Windows - [(333-11-2222)]

Borrower Loan Information:
School Code: G01001
TRI-CITY COLLEGE OF ASTROPHOTOGRAPH
Loan Amount Approved: 2,500
Loan Amount Requested: 2,500
Borrower's Default Loan/Owe Repayment: N
Student's Default Loan/Owe Repayment:
Loan Period Code: 01
Loan Period: 09/05/2000 to 05/11/
Academic Year: 09/05/2000 to 05/11/
Dependency Status:
Professional Judgement:
College Grade Level: 1
Created By:
08/30/2000 15:05:10 SYSADMIN
Last Updated By:
08/30/2000 15:16:30 SYSADMIN
Loan ID:
333112222P01G01001001 1 of 3

Promissory Note Information:
☐ Student Signed
☐ Borrower Signed
Signed Note Received: __/__/____
Include on Manifest: N
Manifest Batch #:
Accepted Note ID:
MPN Status:
Status: R
Print Date:
Print Ind: 0
Manifest Date:
Date:

Loan Information:
Status: N
Trans #: 0
LOC: Y
Inactive Loan Date:
Date:
Fee Percentage: 4.000
Disclosure Print Indicator:

Credit Information:
Credit Decision:
Credit Decision Date:
Last Date Updated:

2000 - 2001 EDExpress for Windows
Loan not Originated

For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb

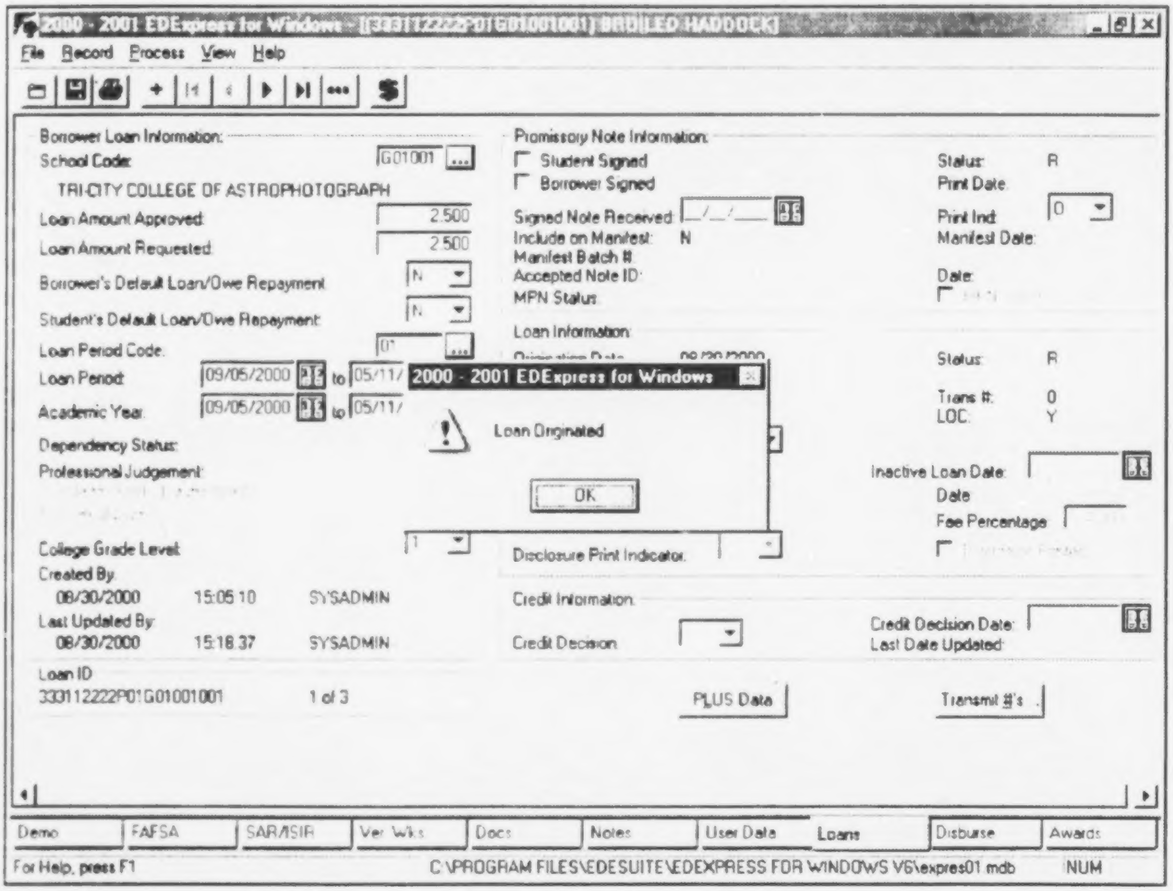
Modify the Student default field and originate again

*Select **N** in the Student's Default field*

*Click the **Originate** button ($)*

The PLUS record has now been originated

*Click **OK***


2000 - 2001 EDExpress for Windows - [(333112222P01G01001001) BRD(LED HADDOCK)]
File
Record
Process
View
Help
$
2000 - 2001 EDExpress for Windows
OK
PLUS Data
Transmit #'s
Demo
FAFSA
SAR/ISIR
Ver Wks
Docs
Notes
User Data
Loans
Disburse
Awards

Borrower Loan Information:
School Code: G01001
TRI-CITY COLLEGE OF ASTROPHOTOGRAPH
Loan Amount Approved: 2,500
Loan Amount Requested: 2,500
Borrower's Default Loan/Owe Repayment: N
Student's Default Loan/Owe Repayment: N
Loan Period Code: 01
Loan Period: 09/05/2000 to 05/11/
Academic Year: 09/05/2000 to 05/11/
Dependency Status:
Professional Judgement:
College Grade Level: 1
Created By:
08/30/2000 15:05:10 SYSADMIN
Last Updated By:
08/30/2000 15:18:37 SYSADMIN
Loan ID
333112222P01G01001001 1 of 3

Promissory Note Information:
☐ Student Signed
☐ Borrower Signed
Signed Note Received: __/__/____
Include on Manifest: N
Manifest Batch #:
Accepted Note ID:
MPN Status:
Status: R
Print Date:
Print Ind: 0
Manifest Date:
Date:

Loan Information:
Status: R
Trans #: 0
LOC: Y
Inactive Loan Date:
Date
Fee Percentage
Disclosure Print Indicator:

Credit Information:
Credit Decision:
Credit Decision Date:
Last Date Updated:

Loan Originated

For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb NUM

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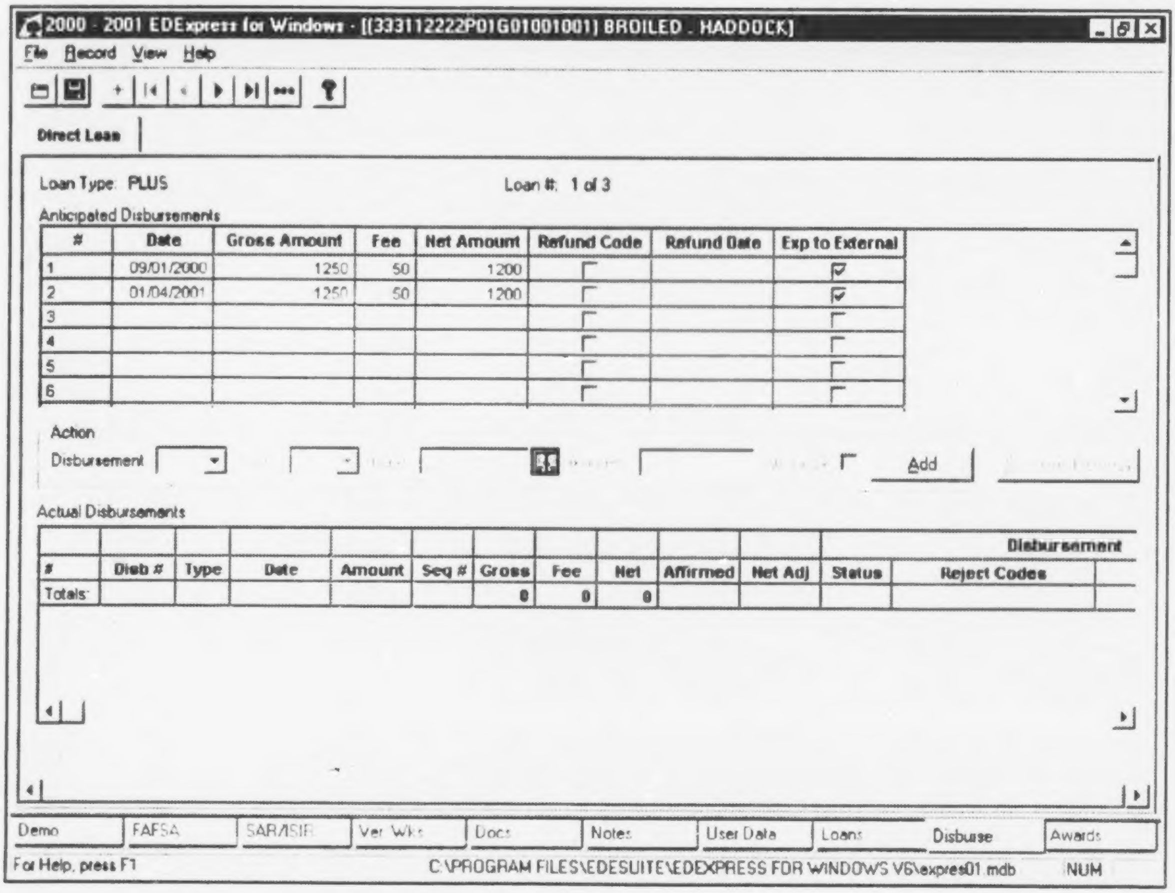
Click the ***Disburse*** *tab to review the calculated anticipated disbursements*


2000 - 2001 EDExpress for Windows - [(333112222P01G01001001) BROILED , HADDOCK]
File
Record
View
Help
Direct Loan
Action
Disbursement
Add
Demo
FAFSA
SAR/ISIR
Ver Wks
Docs
Notes
User Data
Loans
Disburse
Awards
For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb
NUM

Loan Type: PLUS

Loan #: 1 of 3

Anticipated Disbursements

#	Date	Gross Amount	Fee	Net Amount	Refund Code	Refund Date	Exp to External
1	09/01/2000	1250	50	1200	☐		☑
2	01/04/2001	1250	50	1200	☐		☑
3					☐		☐
4					☐		☐
5					☐		☐
6					☐		☐

Actual Disbursements

											Disbursement	
#	Disb #	Type	Date	Amount	Seq #	Gross	Fee	Net	Affirmed	Net Adj	Status	Reject Codes
Totals:						0	0	0				

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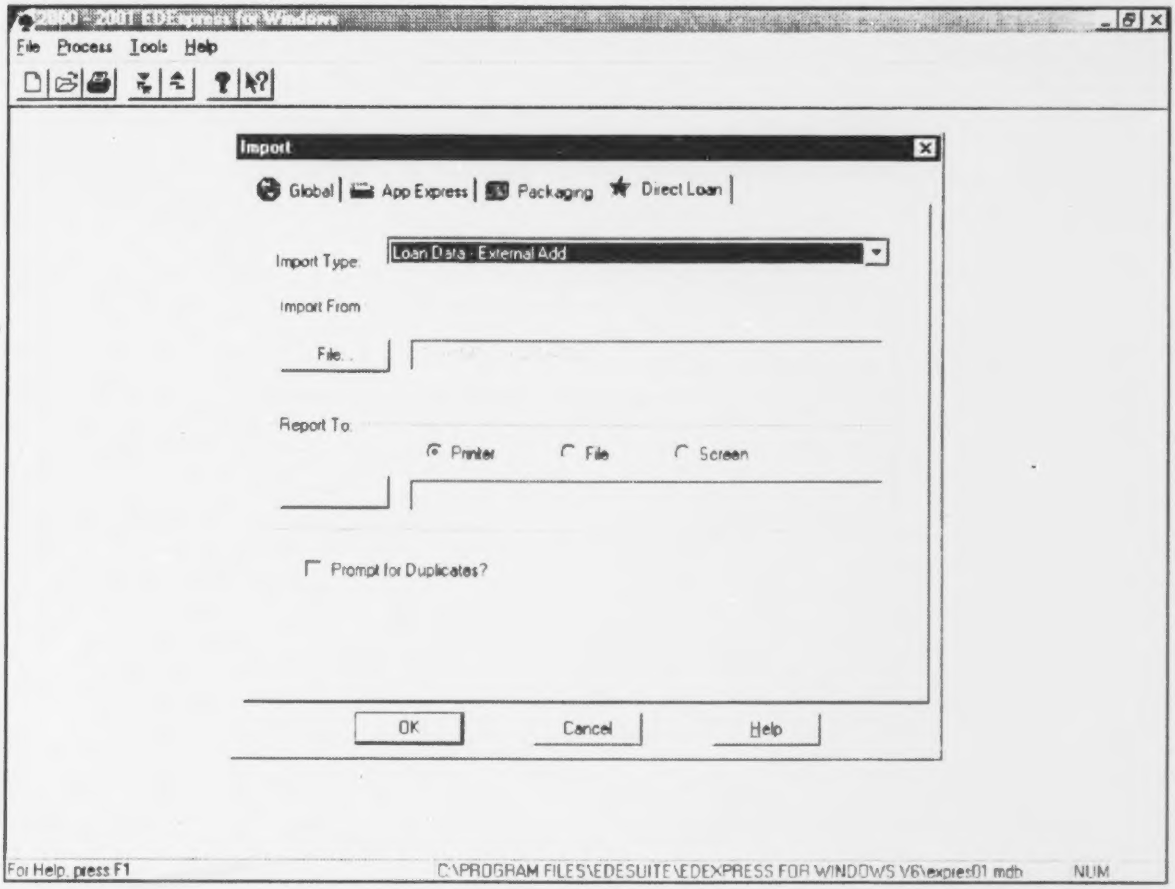
Import from an External Source

In addition to manually entering loan data or importing data from EDExpress, you can also add loan origination records by importing data from an external system. Data files from other systems must be formatted before you can use them in Direct Loan. See "Combination Layouts" in the Direct Loan Technical Reference for instructions on preparing a file to import from an external system (also found in Appendix E). Record layouts for both import files can also be printed from EDExpress.

There are two types of records that can be imported into EDExpress: Add and Change. You will use the Import Add function to initially create loan records. If all of the fields necessary for origination are present in the data file, EDExpress performs the loan origination process. This calculation determines the disbursement dates and disbursement amounts based on the selected loan period code. The origination status is set to R (ready to export) and the promissory note status is set to R (ready to print).

Once a loan record has been created, you can also import changes to the data. If you must change information on a loan origination record, you can import the changes from your external system. You can also use this option to update Actual Disbursement records.



Import Type: Loan Data - External Add

Report To: ● Printer ○ File ○ Screen

☐ Prompt for Duplicates?

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb

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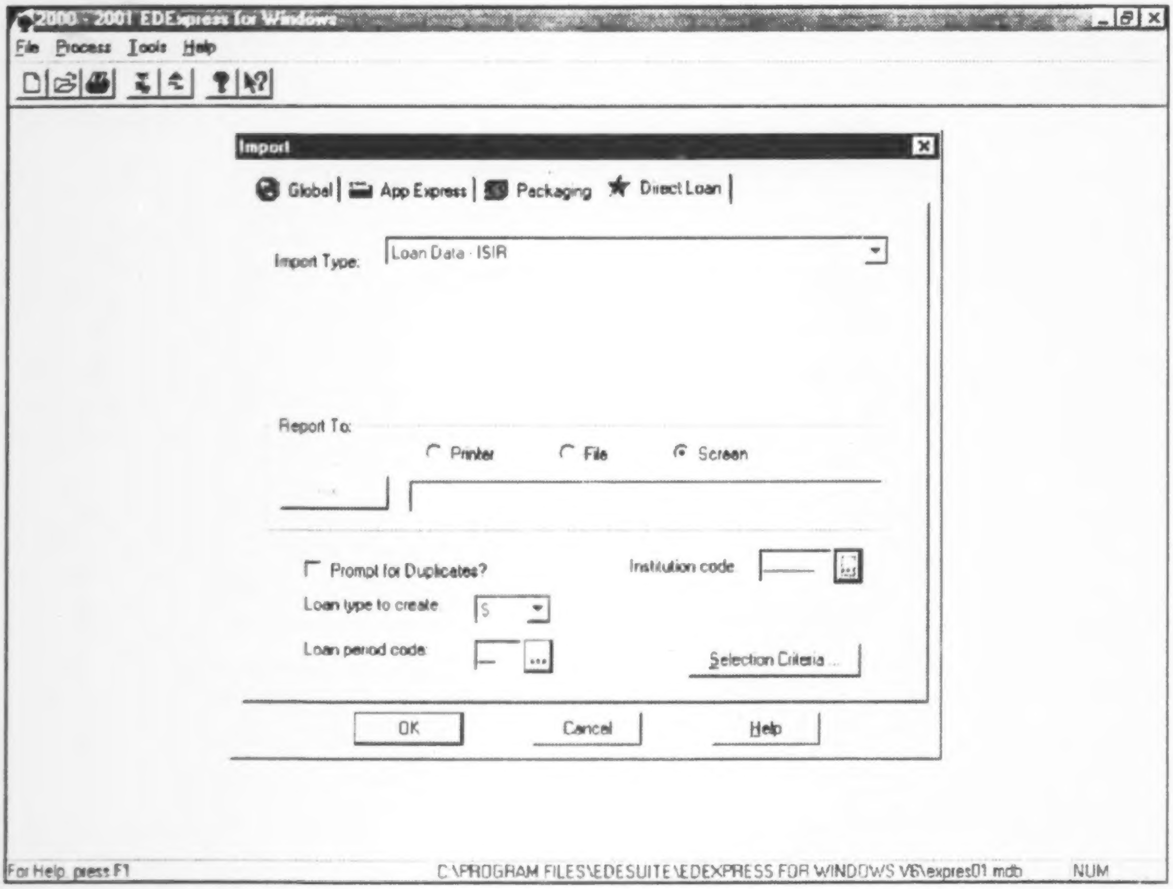
Use Import to Create Loan Records

*Select **File/Import** from the menu bar. The Direct Loan tab is already highlighted in this example.*

*Select **Loan Data – ISIR**.*

*Click **Screen** as the output destination to view the edit report on the screen.*

In this lesson you will use the Import function to create loan records using ISIR data already stored in EDExpress. Remember the key element that you need to originate the loan, the loan amount, is not present in the ISIR data. You will need to add that information to record later.


2000 - 2001 EDExpress for Windows
File Process Tools Help
Import
Global
App Express
Packaging
Direct Loan
OK
Cancel
Help
Selection Criteria...
For Help, press F1
NUM

Import Type: Loan Data - ISIR

Report To: ○ Printer ○ File ● Screen

☐ Prompt for Duplicates?

Institution code

Loan type to create: S

Loan period code

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb

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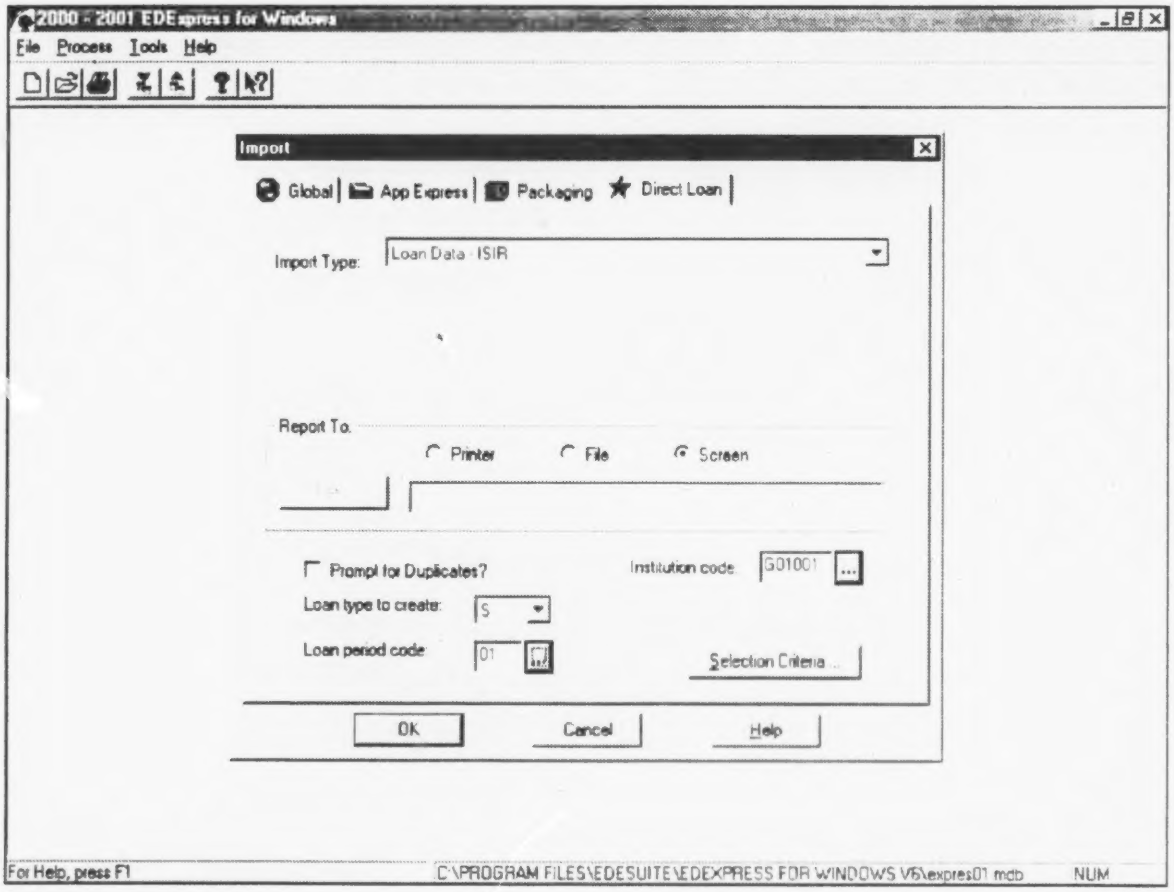
The use of the ISIR as the import record may be most appropriate if you use EDExpress to manage the application/ISIR process, but you do not use the packaging functions. In this scenario, you have already packaged Subsidized loans for a group of students using some other software or method. Now you are ready to create the loan records.

The Institution Code associated with your loan period will automatically display

*Select **S** (Subsidized) as the Loan type to create*

*Enter or select **01** as the Loan period code*


2000 - 2001 EDExpress for Windows
File
Process
Tools
Help
Import
Global
App Express
Packaging
Direct Loan
Report To
Selection Criteria...
OK
Cancel
Help

Import Type: Loan Data - ISIR

Report To: ○ Printer ○ File ● Screen

☐ Prompt for Duplicates?

Institution code: G01001

Loan type to create: S

Loan period code: 01

For Help, press F1 C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb NUM

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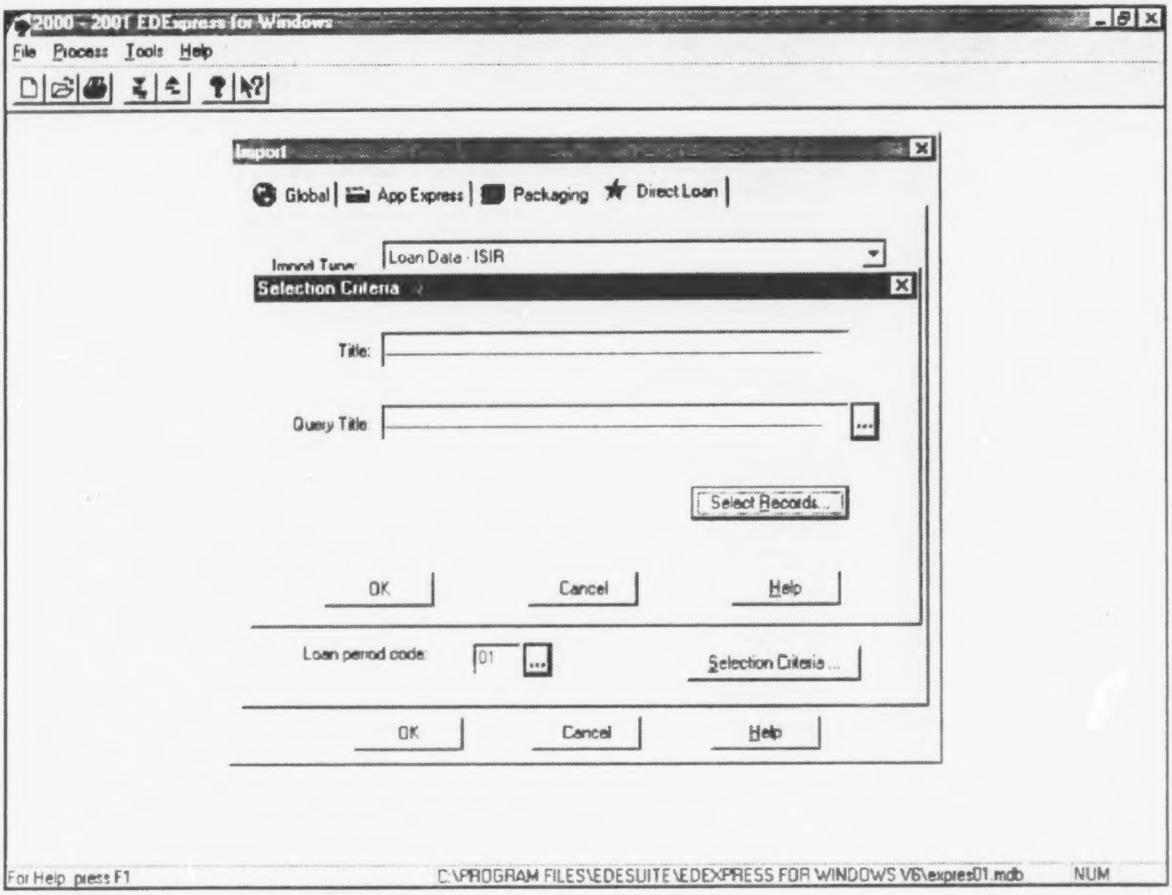
Click the ***Selection Criteria*** *button to narrow the group of records you want to work with*

Click ***Select Records****.*

Since you have already identified the students that need a loan record, use the selection criteria to select the records


2000 - 2001 EDExpress for Windows
File Process Tools Help
Import
Global
App Express
Packaging
Direct Loan
Import Type:
Loan Data - ISIR
Selection Criteria
Title:
Query Title
Select Records...
OK
Cancel
Help
Loan period code:
01
Selection Criteria...
OK
Cancel
Help
For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb
NUM

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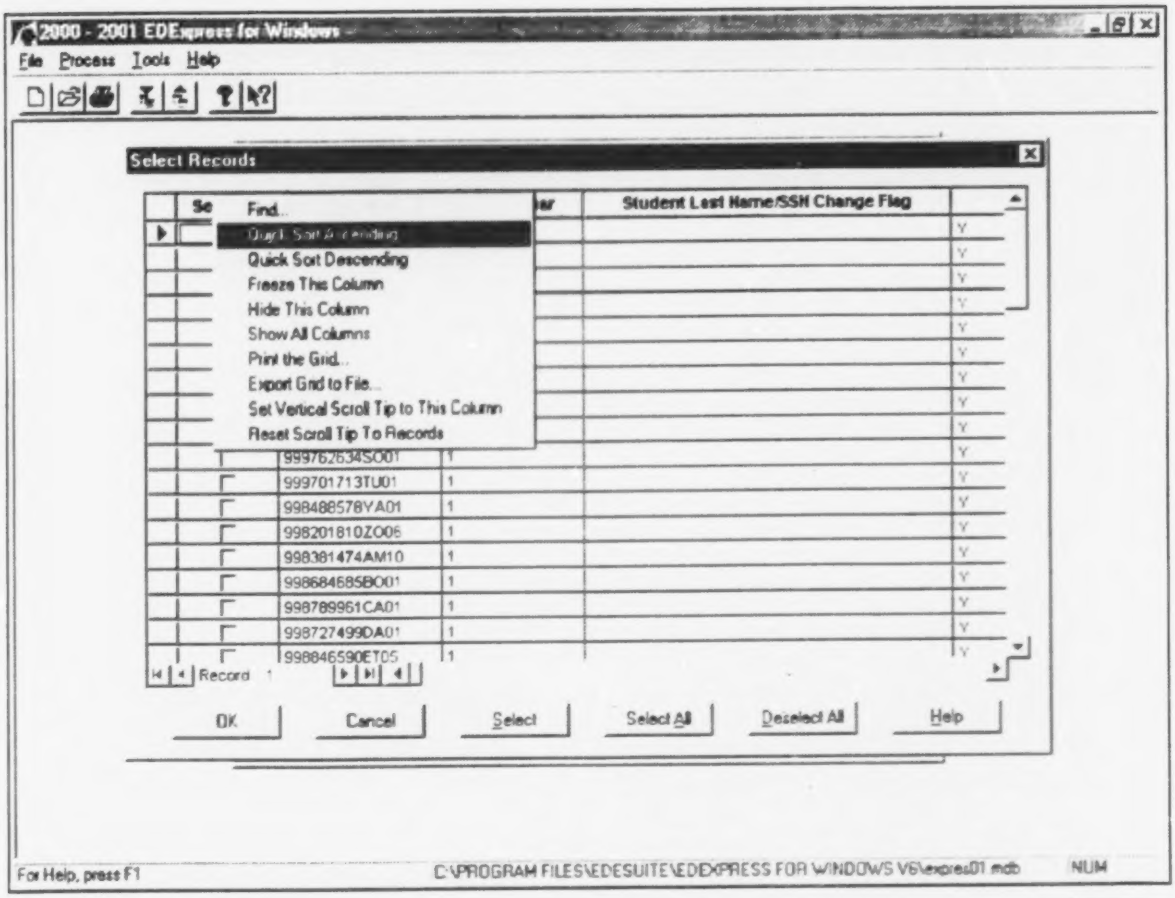
One tool provided in EDExpress is the ability to manipulate grids This list of IDs is easier to work with if it is sorted in order

Right click on the Student ID column label

*Select **Quick Sort Ascending***

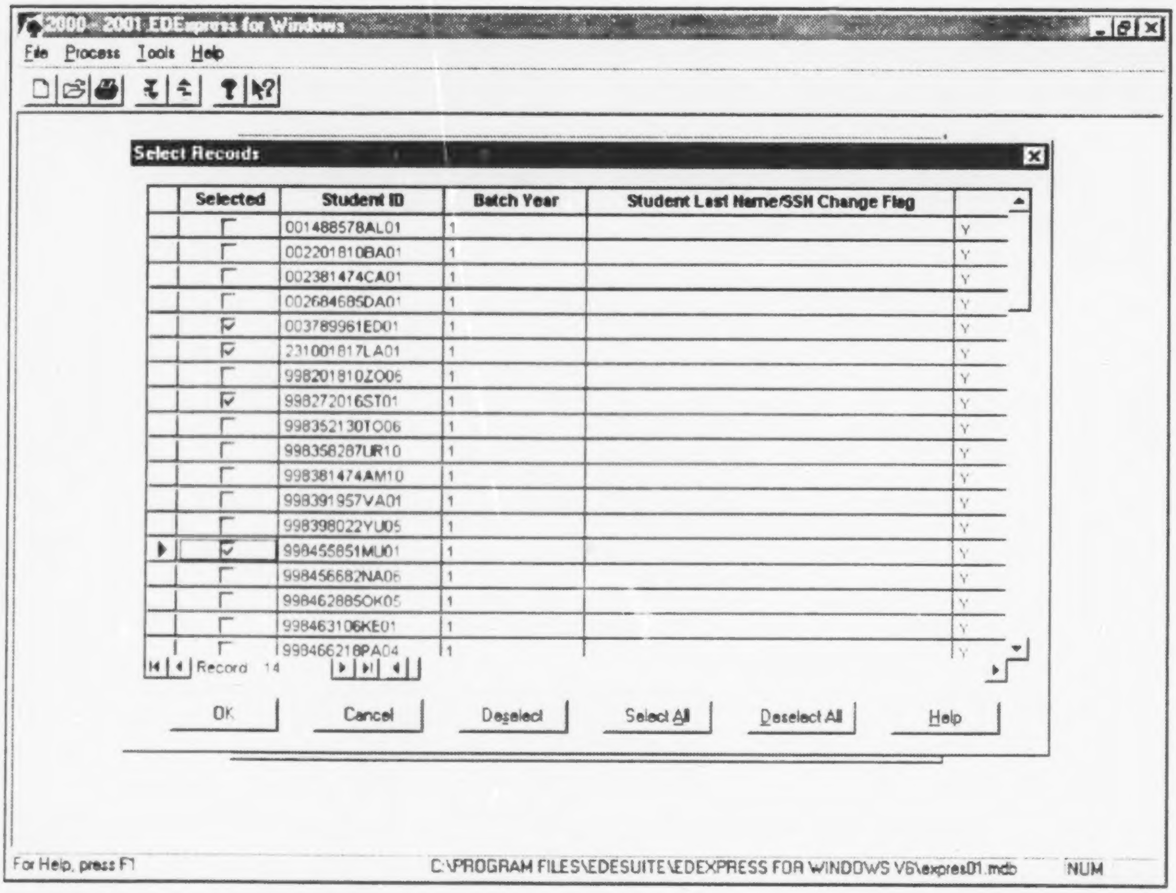

2000 - 2001 EDExpress for Windows
File
Process
Tools
Help
Select Records
Find...
Quick Sort Ascending
Quick Sort Descending
Freeze This Column
Hide This Column
Show All Columns
Print the Grid...
Export Grid to File...
Set Vertical Scroll Tip to This Column
Reset Scroll Tip To Records
Record 1
OK
Cancel
Select
Select All
Deselect All
Help
For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb
NUM

Se		ar	Student Last Name/SSN Change Flag	
☐	999762634SO01	1		Y
☐	999701713TU01	1		Y
☐	998488578YA01	1		Y
☐	998201810ZO06	1		Y
☐	998381474AM10	1		Y
☐	998684685BO01	1		Y
☐	998789961CA01	1		Y
☐	998727499DA01	1		Y
☐	998846590ET05	1		Y

75 BEST COPY AVAILABLE

Select the desired records and click ***OK***

Click ***OK*** *again to import*


2000 - 2001 EDExpress for Windows
File Process Tools Help
Select Records
Record 14
OK
Cancel
Deselect
Select All
Deselect All
Help
For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb
NUM

	Selected	Student ID	Batch Year	Student Last Name/SSN Change Flag	
	☐	001488578AL01	1		Y
	☐	002201810BA01	1		Y
	☐	002381474CA01	1		Y
	☐	002684685DA01	1		Y
	☑	003789961ED01	1		Y
	☑	231001817LA01	1		Y
	☐	998201810ZO06	1		Y
	☑	998272016ST01	1		Y
	☐	998352130TO06	1		Y
	☐	998358287UR10	1		Y
	☐	998381474AM10	1		Y
	☐	998391957VA01	1		Y
	☐	998398022YU05	1		Y
▶	☑	998455851MU01	1		Y
	☐	998456682NA06	1		Y
	☐	998462885OK05	1		Y
	☐	998463106KE01	1		Y
	☐	998466218PA04	1		Y

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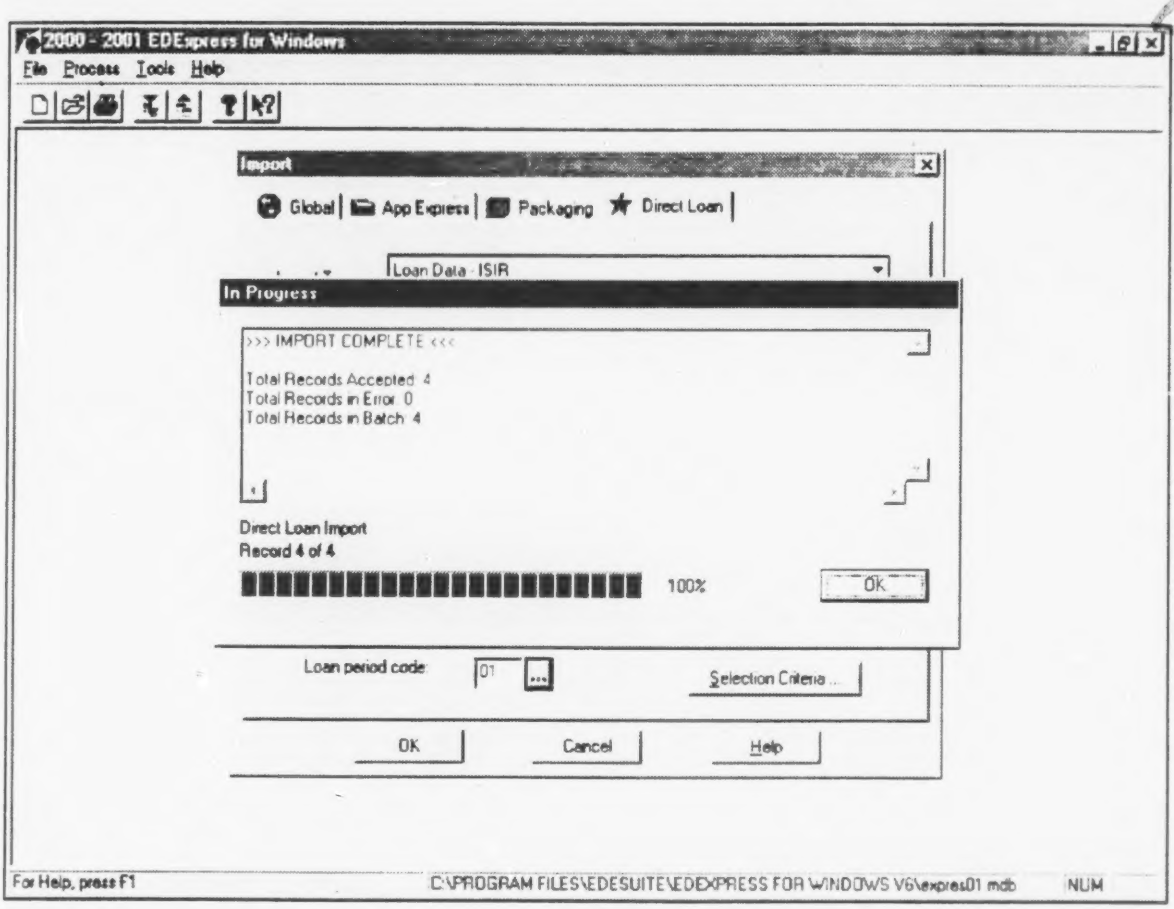
The statistics dialogue box indicates whether the records were added successfully or not. All four records that we selected were accepted.

*Click **OK** to close the statistics dialog box*


2000 - 2001 EDExpress for Windows
File Process Tools Help
Import
Global
App Express
Packaging
Direct Loan
In Progress
Ok
Selection Criteria ...
OK
Cancel
Help
For Help, press F1
NUM

Loan Data - ISIR

```
>>> IMPORT COMPLETE <<<

Total Records Accepted: 4
Total Records in Error: 0
Total Records in Batch: 4
```

Direct Loan Import
Record 4 of 4
100%

Loan period code: 01

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb

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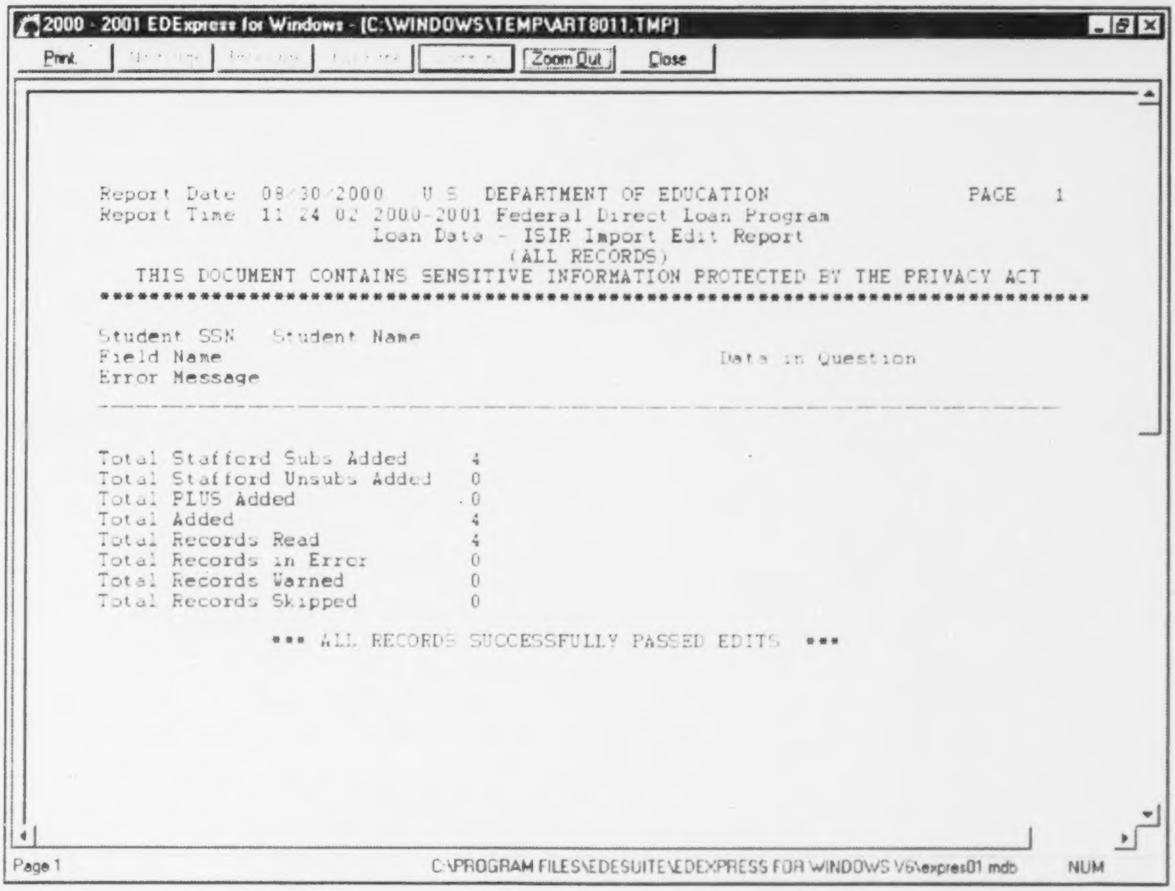
Click ***Close*** *to close the preview window*

The Import Edit report indicates that all four Subsidized loans records were added


2000 - 2001 EDExpress for Windows - [C:\WINDOWS\TEMP\ART8011.TMP]
Print
Zoom Out
Close
Page 1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb
NUM

```
Report Date  08/30/2000   U.S. DEPARTMENT OF EDUCATION                PAGE   1
Report Time  11:24:02 2000-2001 Federal Direct Loan Program
                     Loan Data - ISIR Import Edit Report
                                  (ALL RECORDS)
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
******************************************************************************

Student SSN   Student Name
Field Name                                        Data in Question
Error Message
- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

Total Stafford Subs Added      4
Total Stafford Unsubs Added    0
Total PLUS Added               0
Total Added                    4
Total Records Read             4
Total Records in Error         0
Total Records Warned           0
Total Records Skipped          0

             *** ALL RECORDS SUCCESSFULLY PASSED EDITS  ***
```

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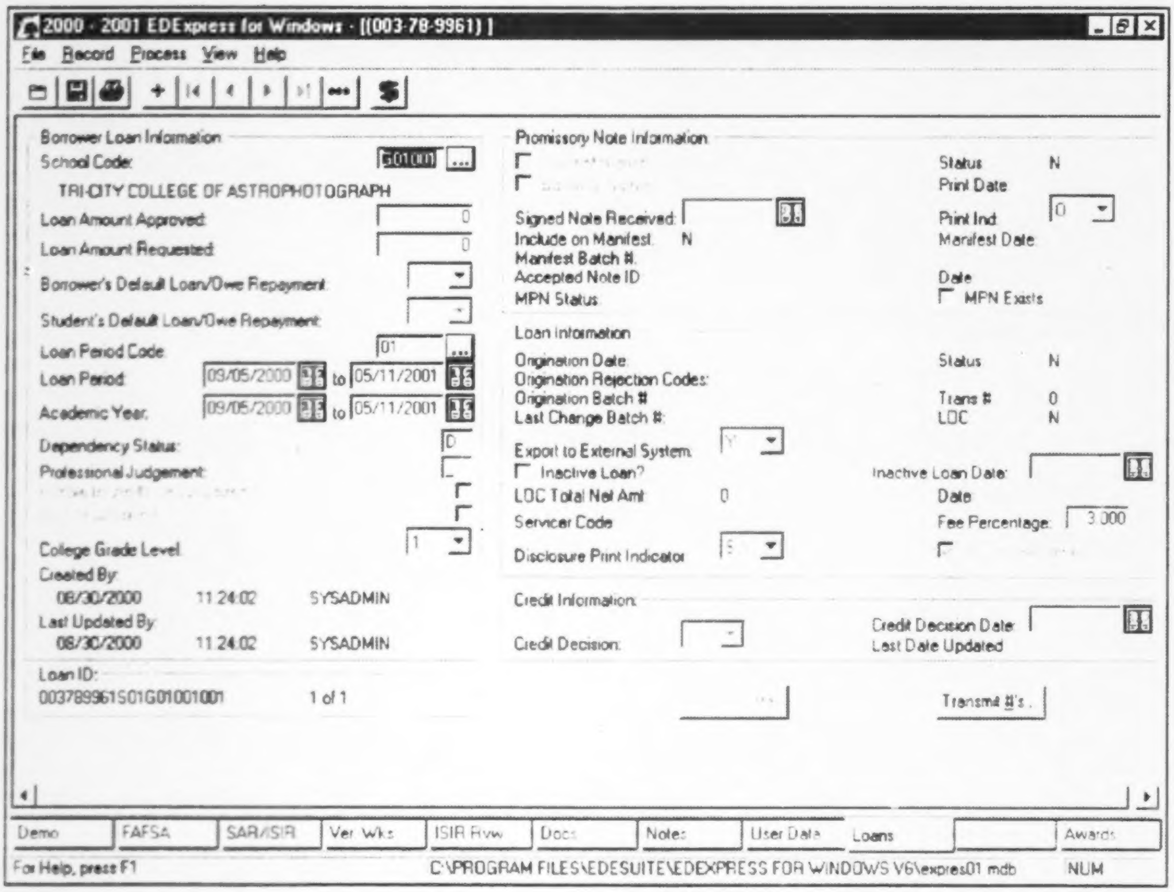
The final step in creating loan records using the ISIR import is to add the loan amount to the record. This is a manual process that begins with you opening the student's record.

*Open **Edward Edward's** record (**003-78-9961**) to the Loans tab*



2000 - 2001 EDExpress for Windows - [(003-78-9961)]

Borrower Loan Information
School Code: G01000
TRI-CITY COLLEGE OF ASTROPHOTOGRAPH
Loan Amount Approved: 0
Loan Amount Requested: 0
Borrower's Default Loan/Owe Repayment:
Student's Default Loan/Owe Repayment:
Loan Period Code: 01
Loan Period: 09/05/2000 to 05/11/2001
Academic Year: 09/05/2000 to 05/11/2001
Dependency Status: D
Professional Judgement:
College Grade Level: 1
Created By: 08/30/2000 11:24:02 SYSADMIN
Last Updated By: 08/30/2000 11:24:02 SYSADMIN
Loan ID: 003789961S01G01001001 1 of 1

Promissory Note Information
Signed Note Received:
Include on Manifest: N
Manifest Batch #:
Accepted Note ID:
MPN Status:
Status: N
Print Date:
Print Ind: 0
Manifest Date:
Date:
☐ MPN Exists

Loan Information
Origination Date:
Origination Rejection Codes:
Origination Batch #:
Last Change Batch #:
Export to External System: Y
☐ Inactive Loan?
LOC Total Net Amt: 0
Servicer Code:
Disclosure Print Indicator: S
Status: N
Trans #: 0
LOC: N
Inactive Loan Date:
Date:
Fee Percentage: 3.000

Credit Information
Credit Decision:
Credit Decision Date:
Last Date Updated:

For Help, press F1 C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb NUM

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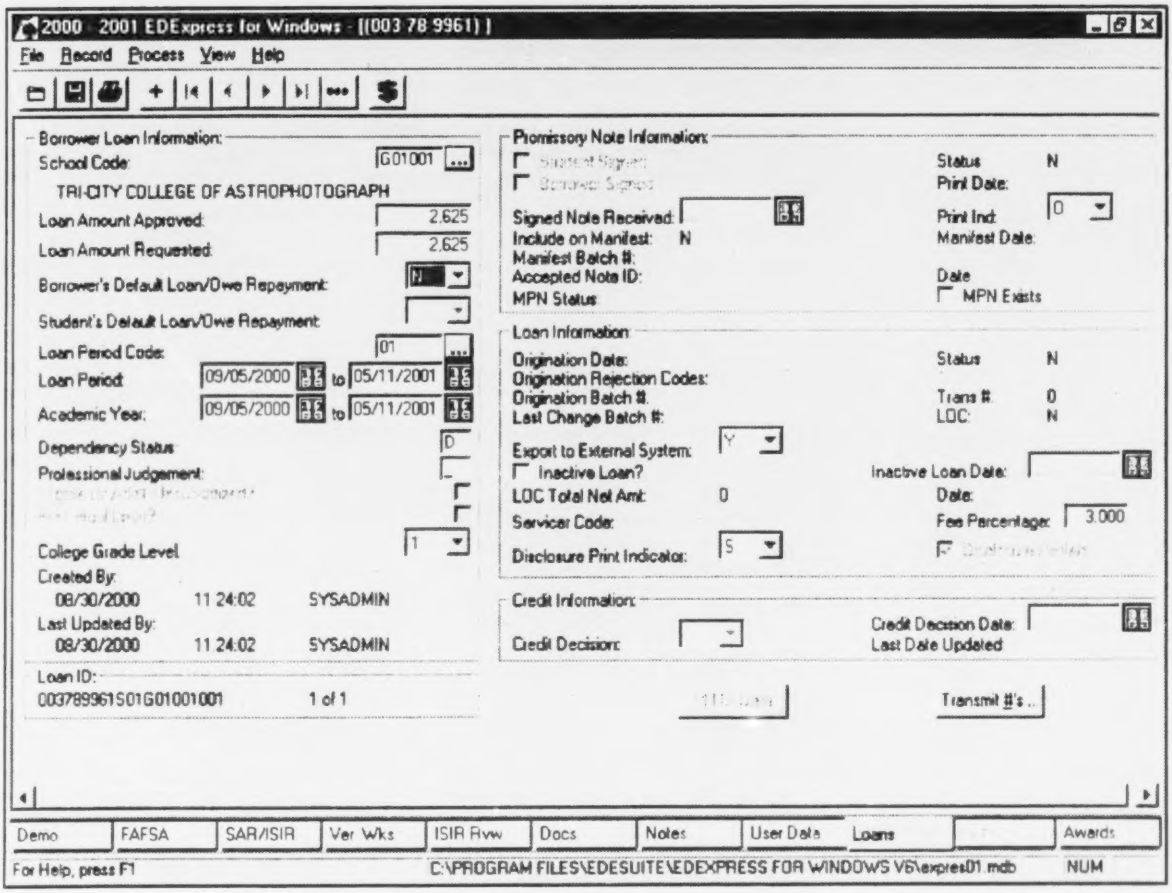
Add the loan amount and complete the Default/Repayment field

*Type **2625** in the Loan Amount Approved field and press the Tab key*

The Loan Amount Requested is completed for you

*Click the down arrow in the Borrower's Default Owe Repayment field and select **N** for No*


2000 - 2001 EDExpress for Windows - [(003 78 9961)]
File Record Process View Help
Transmit #'s ...
Demo
FAFSA
SAR/ISIR
Ver Wks
ISIR Rvw
Docs
Notes
User Data
Loans
Awards
For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb
NUM

Borrower Loan Information:

School Code: G01001

TRI-CITY COLLEGE OF ASTROPHOTOGRAPH

Loan Amount Approved: 2,625

Loan Amount Requested: 2,625

Borrower's Default Loan/Owe Repayment: N

Student's Default Loan/Owe Repayment:

Loan Period Code: 01

Loan Period: 09/05/2000 to 05/11/2001

Academic Year: 09/05/2000 to 05/11/2001

Dependency Status: D

Professional Judgement:

College Grade Level: 1

Created By: 08/30/2000 11:24:02 SYSADMIN

Last Updated By: 08/30/2000 11:24:02 SYSADMIN

Loan ID: 003789961S01G01001001 1 of 1

Promissory Note Information:

☐ Student Signed

☐ Borrower Signed

Signed Note Received:

Include on Manifest: N

Manifest Batch #:

Accepted Note ID:

MPN Status:

Status: N

Print Date:

Print Ind: 0

Manifest Date:

Date

☐ MPN Exists

Loan Information:

Origination Date:

Origination Rejection Codes:

Origination Batch #:

Last Change Batch #:

Export to External System: Y

☐ Inactive Loan?

LOC Total Net Amt: 0

Servicer Code:

Disclosure Print Indicator: S

Status: N

Trans #: 0

LOC: N

Inactive Loan Date:

Date:

Fee Percentage: 3.000

Credit Information:

Credit Decision:

Credit Decision Date:

Last Date Updated

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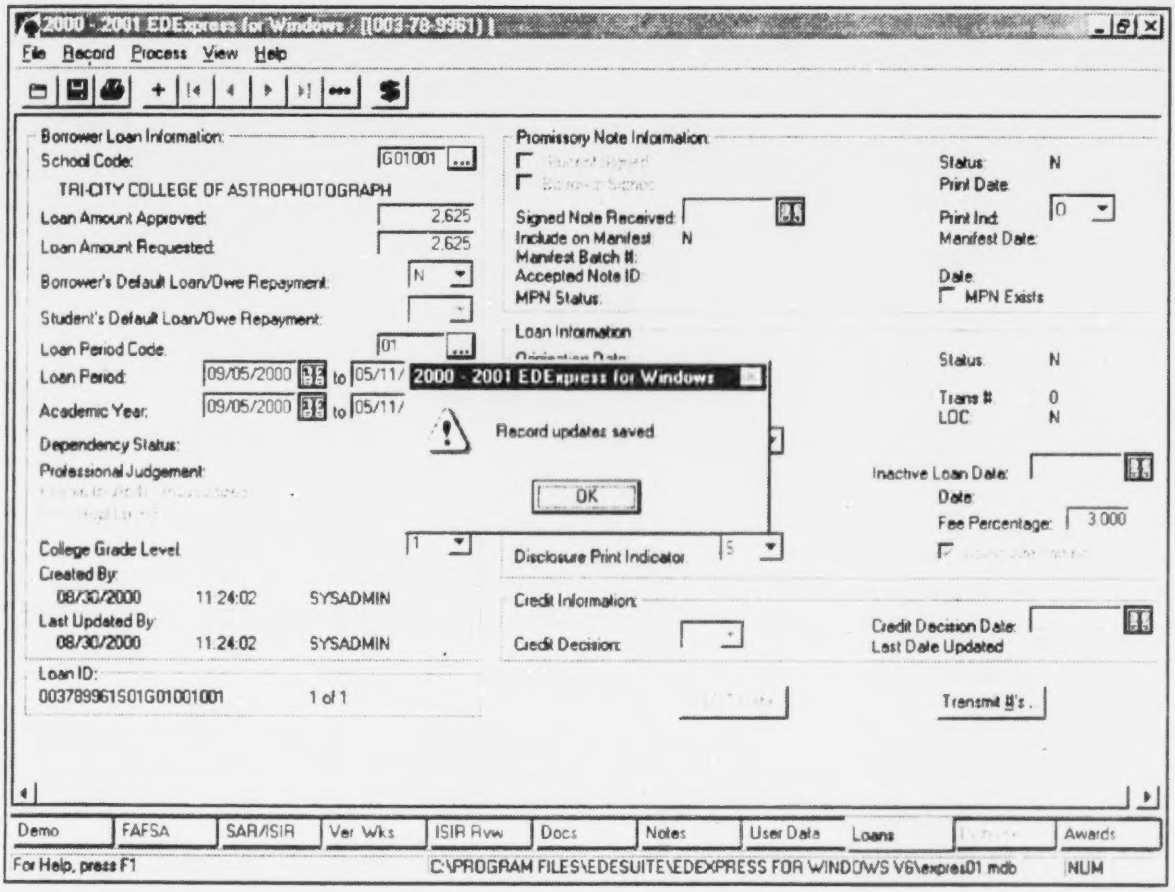
The final steps are to save and originate the loan record

*Click the **Save** button on the toolbar*

*Click **OK** to save*


2000 - 2001 EDExpress for Windows - [003-78-9961]
File
Record
Process
View
Help
Borrower Loan Information:
Promissory Note Information:
Loan Information
Credit Information:
2000 - 2001 EDExpress for Windows
OK
Transmit #'s...
Demo
FAFSA
SAR/ISIR
Ver Wks
ISIR Rvw
Docs
Notes
User Data
Loans
Awards
For Help, press F1
NUM

School Code: G01001

TRI-CITY COLLEGE OF ASTROPHOTOGRAPH

Loan Amount Approved: 2,625

Loan Amount Requested: 2,625

Borrower's Default Loan/Owe Repayment: N

Student's Default Loan/Owe Repayment:

Loan Period Code: 01

Loan Period: 09/05/2000 to 05/11/

Academic Year: 09/05/2000 to 05/11/

Dependency Status:

Professional Judgement:

College Grade Level: 1

Created By:
08/30/2000 11:24:02 SYSADMIN

Last Updated By:
08/30/2000 11:24:02 SYSADMIN

Loan ID:
003789961S01G01001001 1 of 1

Status: N

Print Date:

Signed Note Received:

Print Ind: 0

Include on Manifest: N

Manifest Date:

Manifest Batch #:

Accepted Note ID:

Date:

MPN Status:

☐ MPN Exists

Status: N

Trans #: 0

LOC: N

Record updates saved

Inactive Loan Date:

Date:

Fee Percentage: 3.000

Disclosure Print Indicator: 5

Credit Decision:

Credit Decision Date:

Last Date Updated

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb

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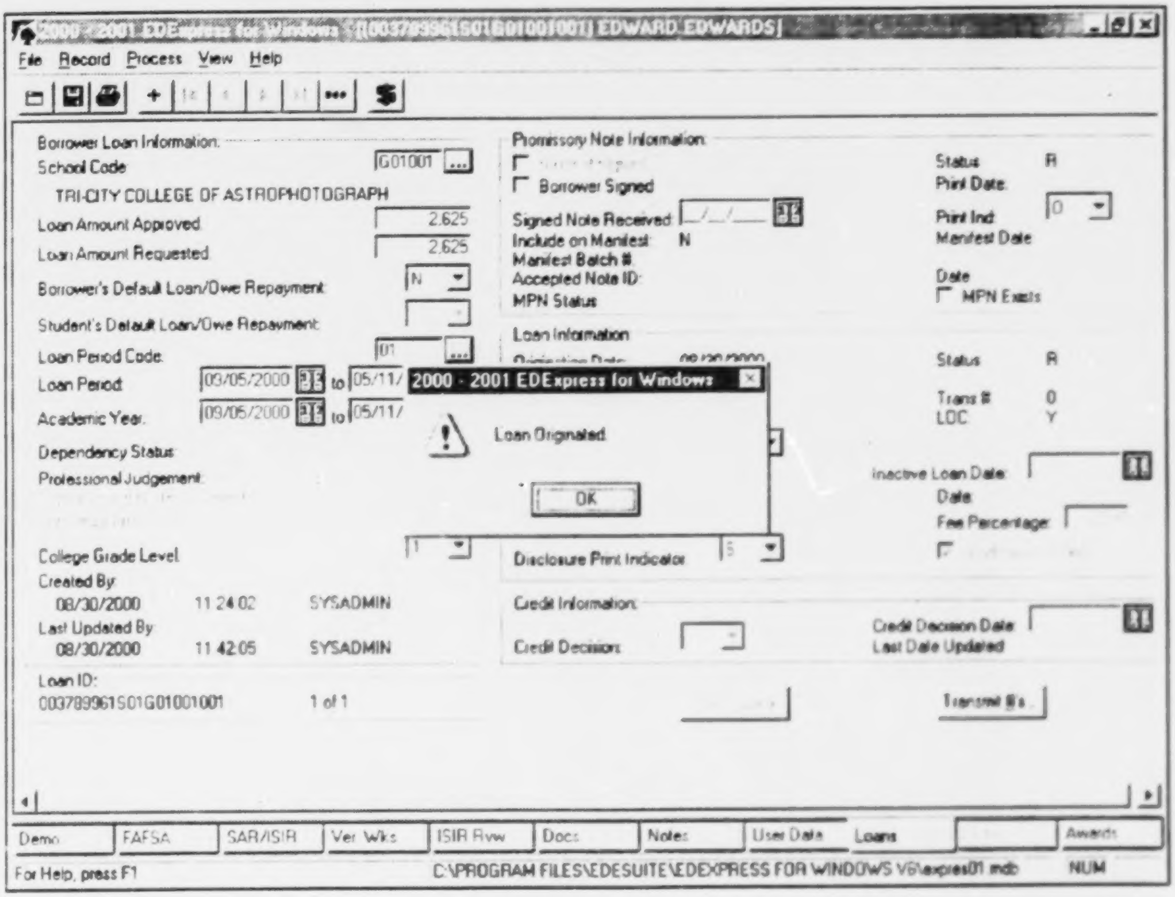
Click the ***Originate*** *button on the toolbar*

Click ***OK*** *to complete*



2000 - 2001 EDExpress for Windows - [003789961S01G01001001] EDWARD EDWARDS]

Borrower Loan Information:
School Code: G01001
TRI-CITY COLLEGE OF ASTROPHOTOGRAPH
Loan Amount Approved: 2,625
Loan Amount Requested: 2,625
Borrower's Default Loan/Owe Repayment: N
Student's Default Loan/Owe Repayment:
Loan Period Code: 01
Loan Period: 09/05/2000 to 05/11/
Academic Year: 09/05/2000 to 05/11/
Dependency Status:
Professional Judgement:
College Grade Level: 1
Created By:
08/30/2000 11 24 02 SYSADMIN
Last Updated By:
08/30/2000 11 42 05 SYSADMIN
Loan ID:
003789961S01G01001001 1 of 1

Promissory Note Information:
☐ Borrower Signed
Signed Note Received: __/__/____
Include on Manifest: N
Manifest Batch #
Accepted Note ID:
MPN Status
Status: R
Print Date:
Print Ind: 0
Manifest Date
Date
☐ MPN Exists

Loan Information
Status: R
Trans #: 0
LOC: Y
Inactive Loan Date:
Date
Fee Percentage:
Disclosure Print Indicator: 5

Credit Information:
Credit Decision:
Credit Decision Date:
Last Date Updated

2000 - 2001 EDExpress for Windows
Loan Originated

For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb

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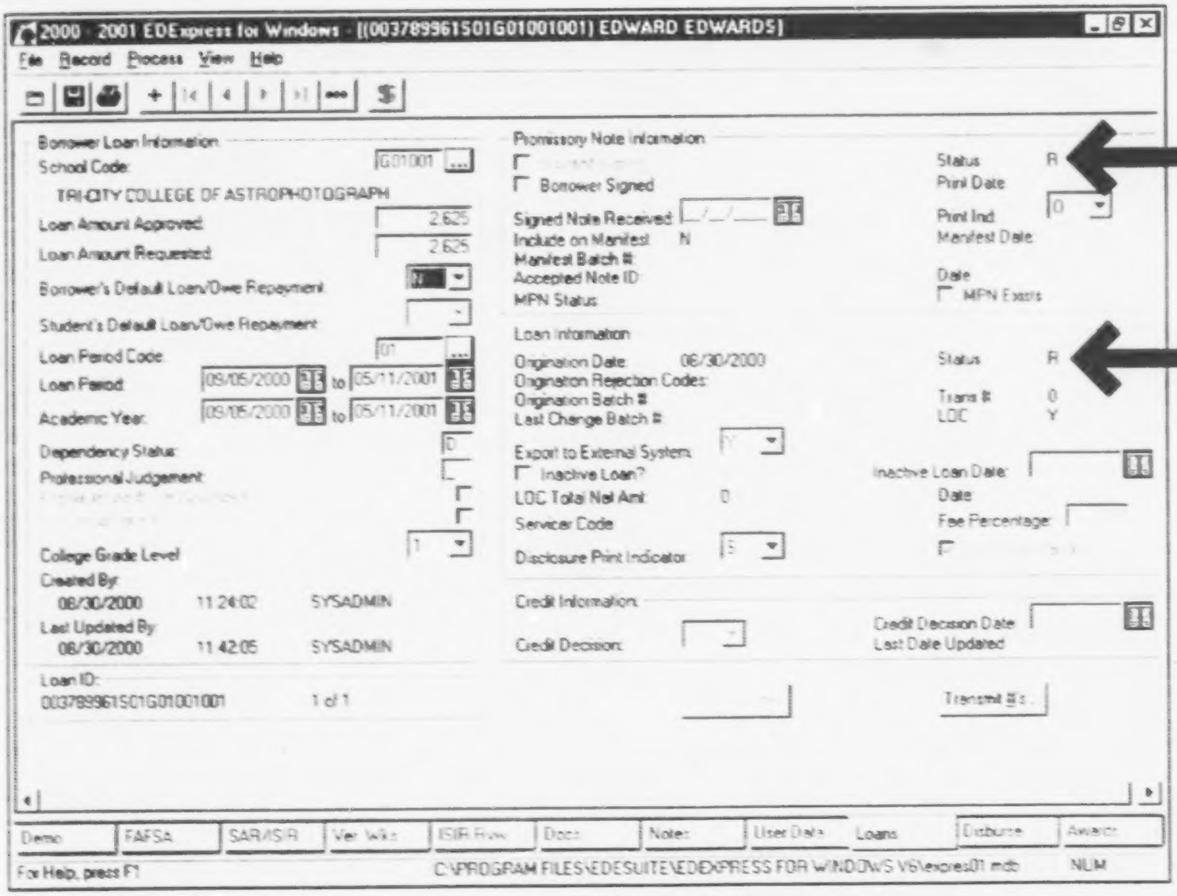
Note the change in the origination and promissory note status flags They are both at a ready status This record will be included in the next origination export batch

Close the record



2000 - 2001 EDExpress for Windows - [(003789961S01G01001001) EDWARD EDWARDS]

Borrower Loan Information
School Code: G01001
TRI-CITY COLLEGE OF ASTROPHOTOGRAPH
Loan Amount Approved: 2,625
Loan Amount Requested: 2,625
Borrower's Default Loan/Owe Repayment
Student's Default Loan/Owe Repayment
Loan Period Code: 01
Loan Period: 09/05/2000 to 05/11/2001
Academic Year: 09/05/2000 to 05/11/2001
Dependency Status: D
Professional Judgement
College Grade Level: 1
Created By: 08/30/2000 11:24:02 SYSADMIN
Last Updated By: 08/30/2000 11:42:05 SYSADMIN
Loan ID: 003789961S01G01001001 1 of 1

Promissory Note Information
☐ Borrower Signed
Signed Note Received: __/__/____
Include on Manifest: N
Manifest Batch #:
Accepted Note ID:
MPN Status:
Status: R
Print Date:
Print Ind: 0
Manifest Date:
Date:
☐ MPN Exists

Loan Information
Origination Date: 08/30/2000
Origination Rejection Codes:
Origination Batch #:
Last Change Batch #:
Export to External System: Y
☐ Inactive Loan?
LOC Total Net Amt: 0
Servicer Code:
Disclosure Print Indicator: S
Status: R
Trans #: 0
LOC: Y
Inactive Loan Date:
Date:
Fee Percentage:

Credit Information
Credit Decision:
Credit Decision Date:
Last Date Updated:

For Help, press F1 C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb NUM

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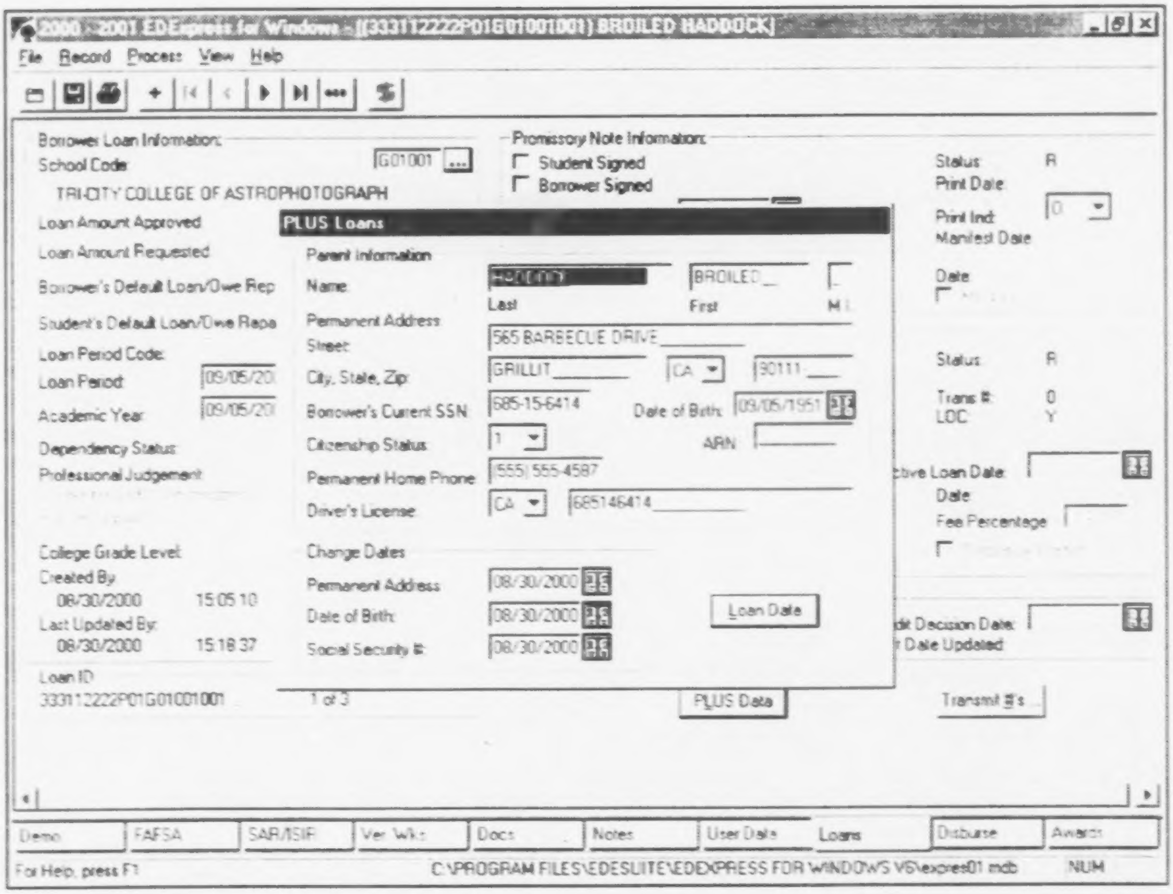
Modifying a Loan Record

Open ***Dorris Haddock's*** *record*

Open the ***PLUS Data***

In this example, the driver's license number was typed incorrectly

If you need to correct a record that you have saved or originated but have not exported, just change the fields that need to be corrected and save the record.


2000 - 2001 EDExpress for Windows - [(333112222P01G01001001) BROILED HADDOCK]
File
Record
Process
View
Help
Borrower Loan Information:
Promissory Note Information:
PLUS Loans
Parent Information
Last
First
M I
Change Dates
Loan Date
PLUS Data
Transmit #'s ...
Demo
FAFSA
SAR/ISIR
Ver Wks
Docs
Notes
User Data
Loans
Disburse
Awards
NUM

School Code: G01001

TRI-CITY COLLEGE OF ASTROPHOTOGRAPH

Loan Amount Approved

Loan Amount Requested

Borrower's Default Loan/Owe Rep

Student's Default Loan/Owe Repa

Loan Period Code:

Loan Period: 09/05/20

Academic Year: 09/05/20

Dependency Status:

Professional Judgement:

College Grade Level:

Created By: 08/30/2000 15:05:10

Last Updated By: 08/30/2000 15:18:37

Loan ID: 333112222P01G01001001

1 of 3

☐ Student Signed

☐ Borrower Signed

Status: R

Print Date:

Print Ind: 0

Manifest Date:

Date:

Status: R

Trans #: 0

LOC: Y

ctive Loan Date:

Date:

Fee Percentage:

dit Decision Date:

r Date Updated:

Name: HADDOCK (Last) BROILED (First) (M I)

Permanent Address Street: 565 BARBECUE DRIVE

City, State, Zip: GRILLIT CA 90111

Borrower's Current SSN: 685-15-6414

Date of Birth: 09/05/1951

Citizenship Status: 1

ARN:

Permanent Home Phone: (555) 555-4587

Driver's License: CA 685146414

Change Dates

Permanent Address: 08/30/2000

Date of Birth: 08/30/2000

Social Security #: 08/30/2000

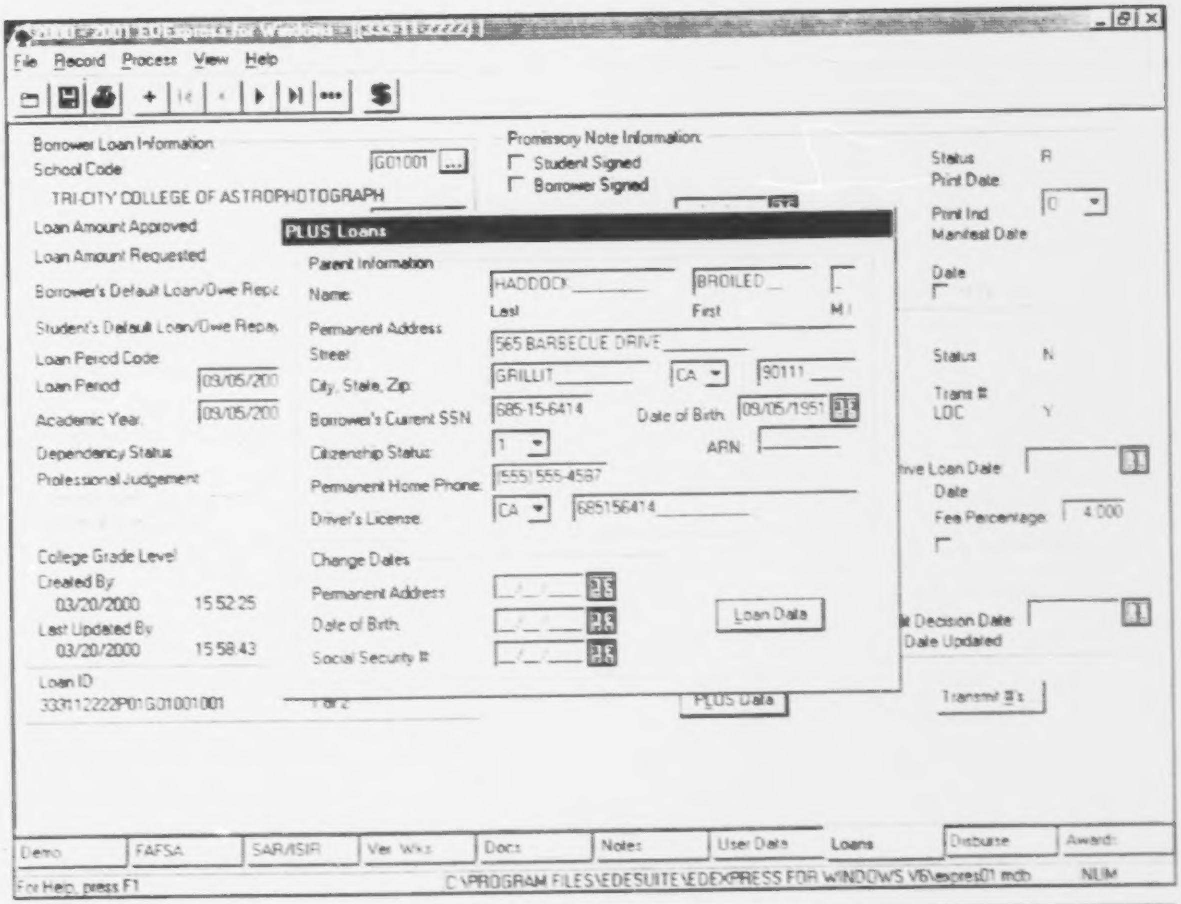
For Help, press F1   C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb

Remember to save any changes you made to the record

The change has been made

*Click the **Loan Data** button*

Close the record


File
Record
Process
View
Help
PLUS Loans
Loan Data
PLUS Data
Transmit #'s
Demo
FAFSA
SAR/ISIR
Ver Wks
Docs
Notes
User Data
Loans
Disburse
Awards
NUM

Borrower Loan Information
School Code: G01001
TRI-CITY COLLEGE OF ASTROPHOTOGRAPH
Loan Amount Approved
Loan Amount Requested
Borrower's Default Loan/Owe Repa
Student's Default Loan/Owe Repa
Loan Period Code
Loan Period: 09/05/200
Academic Year: 09/05/200
Dependency Status
Professional Judgement
College Grade Level
Created By: 03/20/2000 15:52:25
Last Updated By: 03/20/2000 15:58:43
Loan ID: 333112222P01G01001001

Promissory Note Information:
☐ Student Signed
☐ Borrower Signed

Parent Information
Name: Last: HADDOCK First: BROILED M.I.:
Permanent Address Street: 565 BARBECUE DRIVE
City, State, Zip: GRILLIT, CA, 90111
Borrower's Current SSN: 685-15-6414
Date of Birth: 09/05/1951
Citizenship Status: 1
ARN:
Permanent Home Phone: (555) 555-4587
Driver's License: CA 685156414
Change Dates
Permanent Address: _/_/__
Date of Birth: _/_/__
Social Security #: _/_/__

Status: R
Print Date
Print Ind: 0
Manifest Date
Date
☐
Status: N
Trans #
LOC: Y
...ive Loan Date
Date
Fee Percentage: 4.000
☐
...Decision Date
Date Updated

For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb

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Lesson 1 Exercise

Scenario:

You are the financial aid officer charged with managing the Direct Loan process at the Tri-City College of Astrophotography. In your daily operations you use EDExpress to store and review ISIR and Direct Loan data. The packaging or awarding function is handled by another piece of software, and your procedure for creating loan records in EDExpress is to import ISIRs and add them manually. A number of students have recently accepted their aid offers which include Direct loans. Your task is to import ISIRs to create the records. There is one student that does not have an ISIR on your database, so you will have to add that one manually.

Instructions:

1. Launch EDExpress using the steps below.

Step	Action
1	Select **Start** from the Windows taskbar
2	Select **Programs**, **EDESuite**, then **EDExpress for Windows 2000-2001**
3	Type the User ID: **User1** Type the Password: **User1** Click **OK**

2. Follow the steps below to create a Subsidized loan.

Step	Action
1	Select **File/New** from the menu bar
2	Type the student's social security number (**123-44-4456**) in the text entry box and click **OK** or press **Enter**. The demographic screen is displayed.
3	Type the student's demographic data in the appropriate fields Name: **Lucille Banks** Address: **1745 Freedom Way** **Tylton, AL 33444** Phone: **501-555-1234** Driver's License: **123444456 AL** DOB: **04/08/1980** Citizen: **U.S.** Dependency Status: **Dependent**
4	Select **File/Save** from the menu bar to save the student's demographic record
5	Click on the **Loans** tab to create a new loan record for the student
6	Select **Record/Add** from the menu to add a loan record

Lesson 1 Exercise, continued

7	Select the values for the loan Loan Type **Subsidized Loan** Loan Period Code 01 Click **OK**
8	Type the student's loan data in the appropriate field(s) Loan Amount Approved **$3,000** Loan Amount Requested **$3,000** Owe Repayment **No** College Grade Level: **3**
9	Click on **File/Save** to save the record to the database Click **OK**
10	Finally, originate the loan by selecting **Process, Originate** from the menu Click **OK**
11	Click the **Disburse** tab to view the calculated anticipated disbursements
12	Click on **File/Save** to save the record to the database Click **OK**

3 In addition to the Subsidized loan, Lucille has accepted a PLUS loan Use the data from the Subsidized loan to create a PLUS record

Step	Action
1	Start on the **Loans** tab to create a new loan record for the student
2	Select **Record/Add** from the menu to add a loan record
3	Select the values for the loan Loan Type **PLUS** Loan Period Code **01** Click **OK**
4	Type the student's loan data in the appropriate field(s) Loan Amount Approved **$2,000** Loan Amount Requested **$2,000** Neither parent nor student owes repayment Grade Level = **3**
5	Click the PLUS Data button

Lesson 1 Exercise, continued

6	Type the parent's data in the appropriate fields Name **Hoyt Banks** Address **1745 Freedom Way** **Tylton, AL 33444** SSN **424-11-4455** DOB **06/08/1956** Citizen **U.S.** Phone **501-555-1234** Driver's License **424114455 AL** Click the **Loan Data** button when finished
7	Click on **File/Save** to save the record to the database Click **OK**
8	Finally, originate the loan by selecting **Process, Originate** from the menu Click **OK**
9	Click the **Disburse** tab to view the calculated anticipated disbursements
10	Click on **File/Save** to save the record to the database Click **OK**
11	Click on **File/Close** to close the record

4 In addition to Lucille, you have also received a list of students that have accepted loans for which you have ISIRs on your EDExpress database Your task is to create loan records by importing selected ISIR records You will import three batches of records to create Subsidized, Unsubsidized, and PLUS loans

Step	Action
1	Select **File, Import** from the menu
2	Click the **Direct Loan** tab
3	Use the following options for the import Import Type **Loan Data - ISIR** Report To **Screen** Loan Type **S** Institution code **G01001** Loan Period **01**
4	Click the **Selection Criteria** button

Lesson 1 Exercise, continued

5	Click the **Select Records** button Right click on the Student ID column and select **Quick Sort Ascending** Check the **Selected** box to select the following records. **003-78-9961 ED01** **231-00-1817 LA01** **998-27-2016 ST01** **998-45-5851 MU01** Click **OK** to close the box.
6	Click **OK** to import the data.
7	Review the Import Edit Report and close when finished.
8	You're not finished with these yet. Before the loans can be originated you need to add the loan amounts and default flag information. Open each record to the loan tab and enter the loan amounts for each. None of the students owe a default or repayment. Select **Process/Originate** to originate and save the record for each student. 003-78-9961 **$2,625** 231-00-1817 **$2,625** 998-27-2016 **$1,500** 998-45-5851 **$1,000**

5. Repeat the Import process above to add Unsubsidized loan records for:

002-20-1810 BA01	**$2,750**
998-58-2772 HA01	**$4,250**

Neither student owes a default or repayment.

Don't forget to Originate!

Lesson 1 Exercise, continued

6 Repeat the Import process again to add PLUS loan records for each of the following two students Enter N (No) for both student and parent default fields for both records

001-48-8578 AL01

Enter the parent's data in the appropriate fields

Name	**Prince Alberts**
Address	**319 N. Elm St.** **Smalltown, AK 99019**
Phone	**888-555-1244**
SSN	**626-11-4455**
Driver's License	**626114455 AK**
DOB	**07/12/1950**
Citizen	**U.S.**
Dependency Status	**Dependent**
Loan Amount	**$3,700**

999-76-2634 SO01

Enter the parent's data in the appropriate fields

Name	**Carmine Sopranoe**
Address	**234 Cunnigam Street** Bluelawn, VA 99649
Phone	**555-555-5279**
SSN	**270-62-4531**
Driver's License	**270624531 VA**
DOB	**02/19/1947**
Citizen	**U.S.**
Dependency Status	**Dependent**
Amount	**$2,170**

What is the first anticipated net disbursement amount for Lucille Banks?

If you had an ISIR record stored for Lucille would you need to create a demo record?

Is the parent's information on the PLUS Data screen required to create a PLUS record?

Lesson 1 Exercise, continued

Looking at the Loan ID for any of the records, can you tell when the record was originated?

Can you identify the type of loan Subsidized, Unsubsidized or PLUS?

More Thinking

If you had packaging records for all of the students with loans, would the import of the packaging data help streamline your process?

Would an external import of data help improve the process?

Lesson 2 - Export Data

Objectives

At the end of this lesson you should be able to:

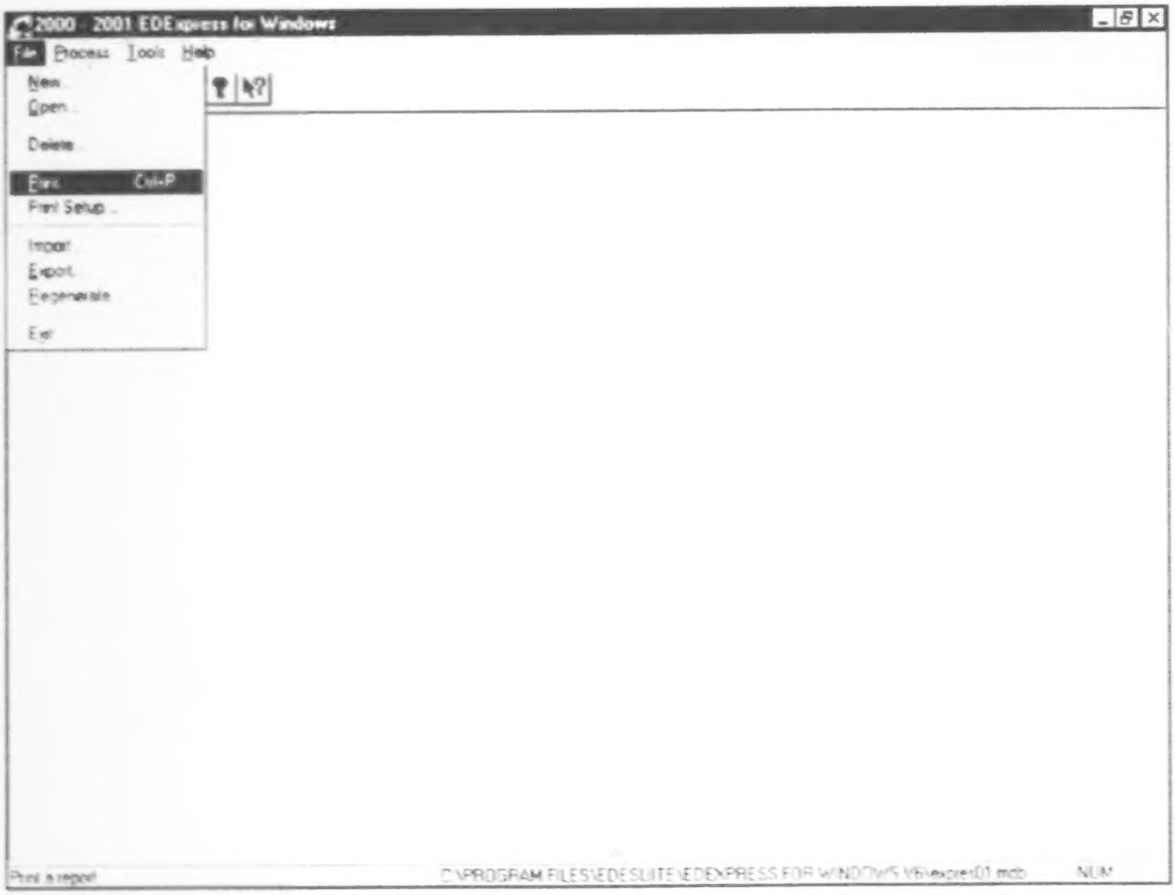
1. Use the Print function to print a list of loan records.
2. Use the Export function to create a batch of loan origination records.
3. Browse the Batch Activity database.
4. Be familiar with Batch ID's and message classes.

Export Data
Export Data

Printing a List of Loan Records

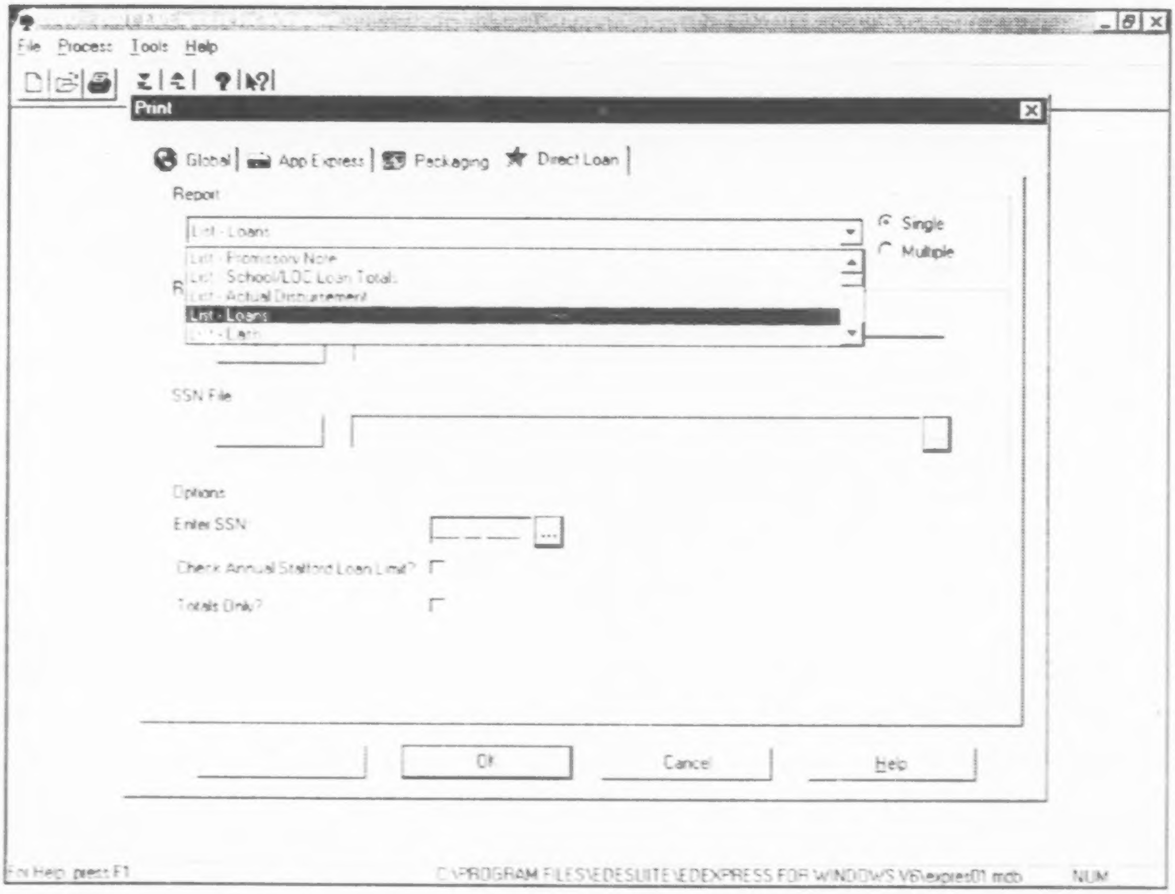
At this point you may want to see a list of the loan records you have created. Use the List - Loans report to see a list of the loans including origination status and amount.

*Select **File/Print** from the menu bar*


2000 - 2001 EDExpress for Windows
File
Process
Tools
Help
New...
Open...
Delete...
Print... Ctrl+P
Print Setup...
Import...
Export...
Regenerate...
Exit
Print a report
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb
NUM

Click the down arrow in the Report field to select the ***List - Loans*** *report*

Reminder: Since each module has its own print reports and queries, make sure you are printing from the Direct Loan tab



Report

List - Loans

● Single
○ Multiple

Options

Check Annual Stafford Loan Limit? ☐

Totals Only? ☐

File
Process
Tools
Help
Print
Global
App Express
Packaging
Direct Loan
List - Promissory Note
List - School/LOC Loan Totals
List - Actual Disbursement
List - Loans
List - Batch
SSN File
Enter SSN
OK
Cancel
Help
For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb
NUM

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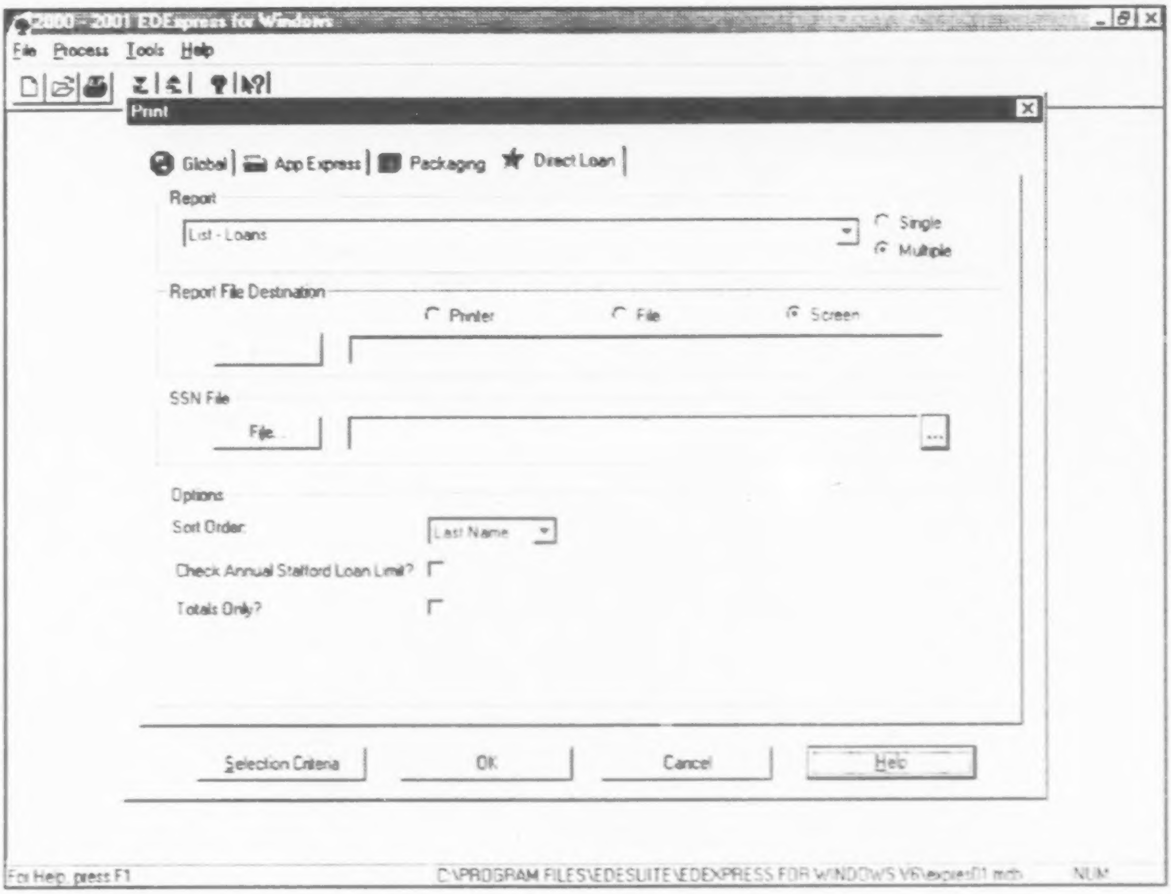
*Select **Multiple** to include more than one record on the report*

*Click **Screen** to route the report to the screen*

*Select **Last Name** as the sort order*


2000 - 2001 EDExpress for Windows
File
Process
Tools
Help
Print
Global
App Express
Packaging
Direct Loan
File...
...
Selection Criteria
OK
Cancel
Help

Report: List - Loans
○ Single
● Multiple

Report File Destination
○ Printer
○ File
● Screen

SSN File

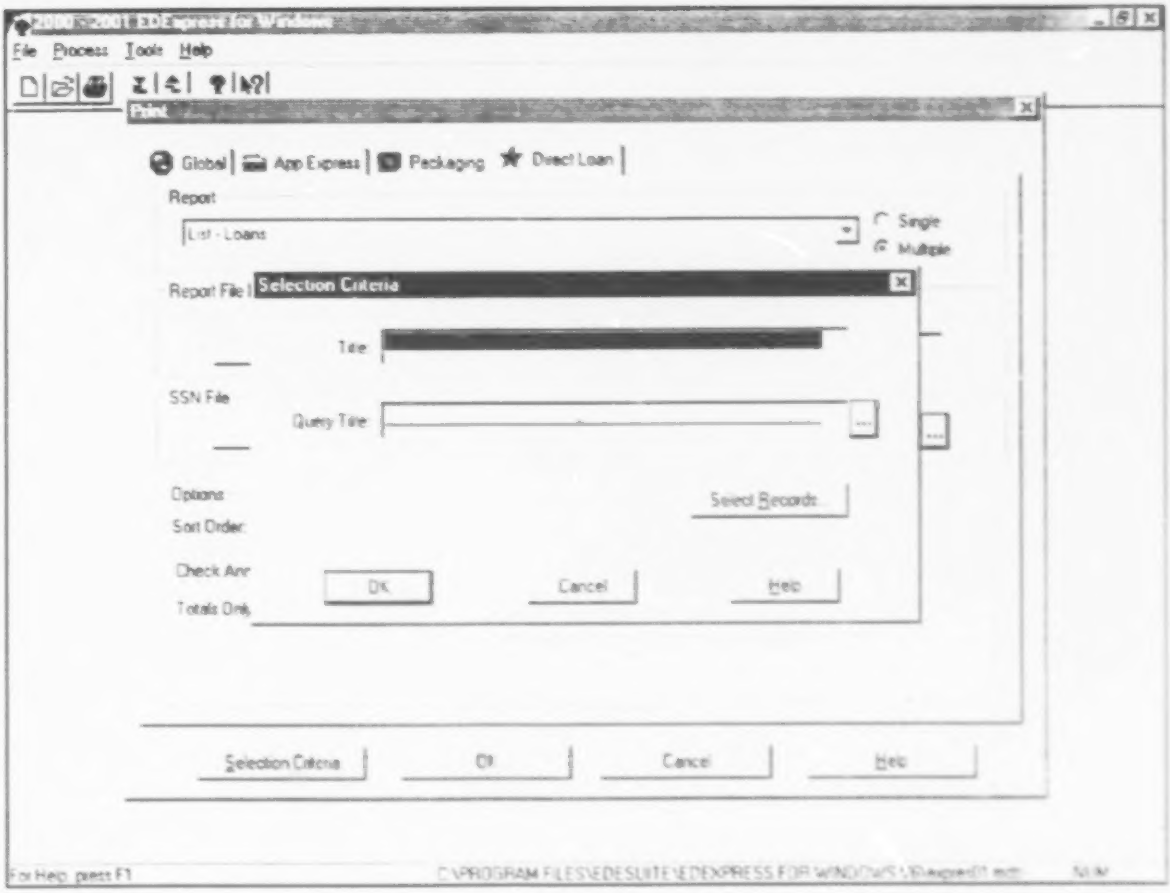
Options
Sort Order: Last Name
Check Annual Stafford Loan Limit? ☐
Totals Only? ☐

For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb
NUM

Click ***Selection Criteria***

To narrow the list of loans, you can use Selection Criteria or supply a list of SSNs

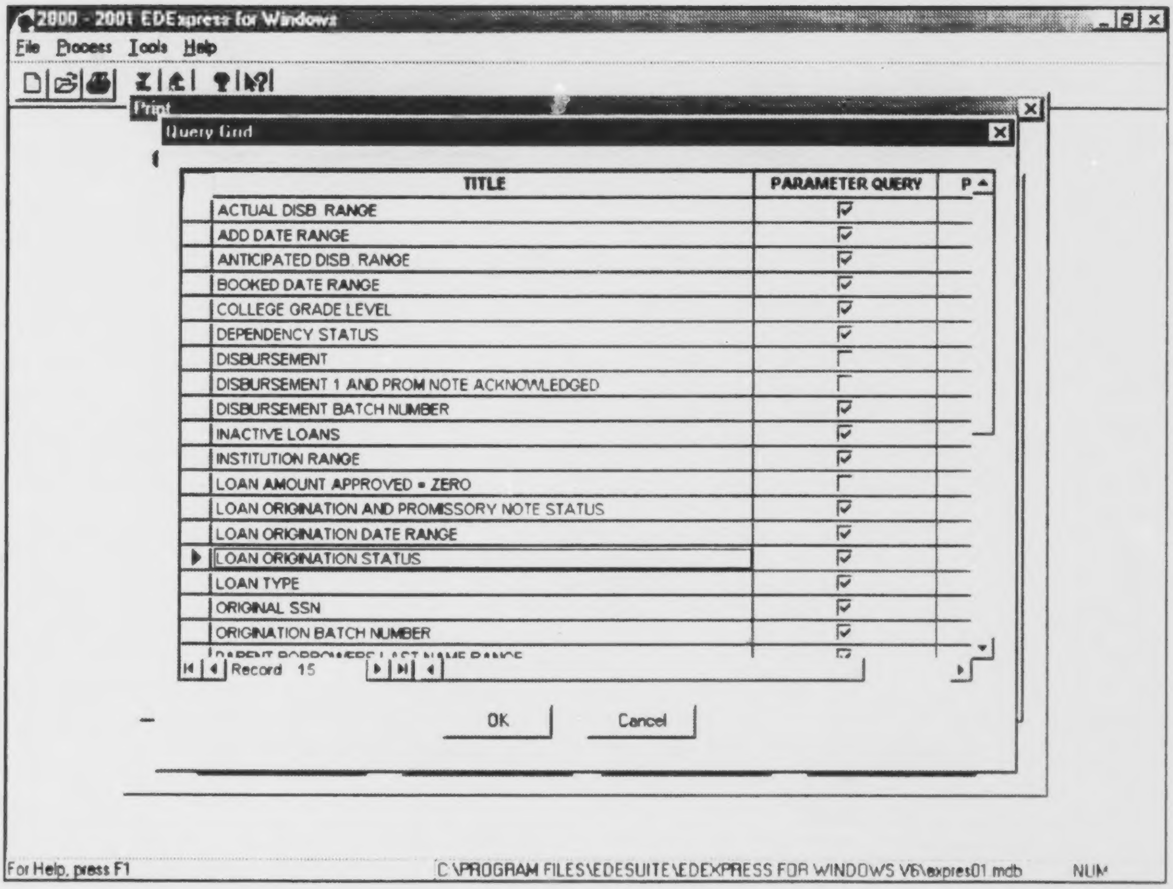
We only want to review a list of loans that are ready to be exported, records that have a loan status of "R."


Report: List - Loans
● Multiple
2000-2001 EDExpress for Windows
File
Process
Tools
Help
Print
Global
App Express
Packaging
Direct Loan
Single
Report File
SSN File
Options
Sort Order
Check Am
Totals Only
Selection Criteria
Title:
Query Title:
Select Records...
OK
Cancel
Help
Selection Criteria
OK
Cancel
Help
For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS\...
NUM

One of the predefined queries for Direct Loan uses the loan origination status.

Select **Loan Origination Status**

Click **OK**

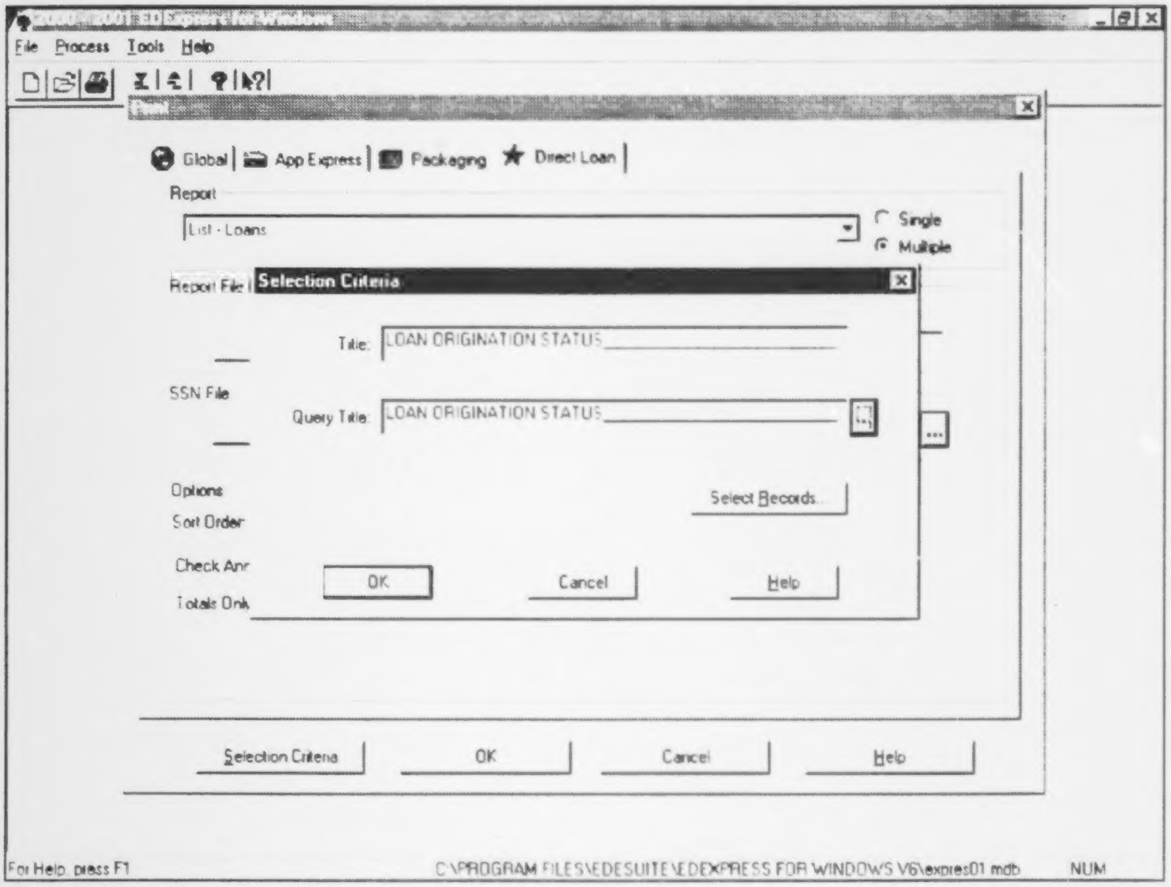


2000 - 2001 EDExpress for Windows
File Process Tools Help
Print
Query Grid

	TITLE	PARAMETER QUERY	P
	ACTUAL DISB. RANGE	☑	
	ADD DATE RANGE	☑	
	ANTICIPATED DISB. RANGE	☑	
	BOOKED DATE RANGE	☑	
	COLLEGE GRADE LEVEL	☑	
	DEPENDENCY STATUS	☑	
	DISBURSEMENT	☐	
	DISBURSEMENT 1 AND PROM NOTE ACKNOWLEDGED	☐	
	DISBURSEMENT BATCH NUMBER	☑	
	INACTIVE LOANS	☑	
	INSTITUTION RANGE	☑	
	LOAN AMOUNT APPROVED = ZERO	☐	
	LOAN ORIGINATION AND PROMISSORY NOTE STATUS	☑	
	LOAN ORIGINATION DATE RANGE	☑	
▶	LOAN ORIGINATION STATUS	☑	
	LOAN TYPE	☑	
	ORIGINAL SSN	☑	
	ORIGINATION BATCH NUMBER	☑	

Record 15
OK
Cancel
For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb
NUM

*Click **OK** to accept the query*


File
Process
Tools
Help
Global
App Express
Packaging
Direct Loan
Report
Single
Multiple
Report File
Selection Criteria
SSN File
Options
Sort Order
Check Am
Totals Only
Select Records...
OK
Cancel
Help
Selection Criteria
OK
Cancel
Help
For Help, press F1
NUM

Report: List - Loans
○ Single
● Multiple

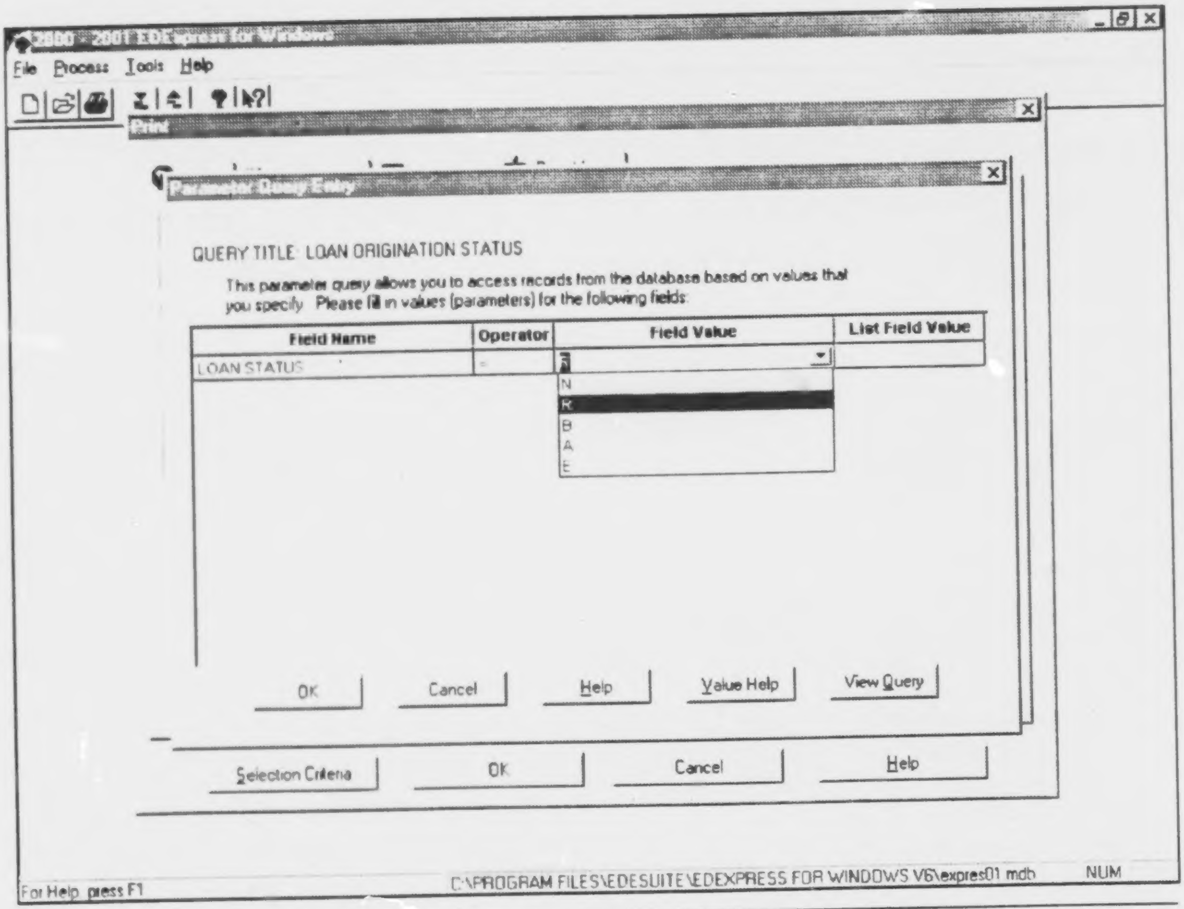
Title: LOAN ORIGINATION STATUS

Query Title: LOAN ORIGINATION STATUS

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb

Since this is a parameter query, you must select the value you want to query against

Click the field value down arrow and select the value "R"


2000 - 2001 EDExpress for Windows
File
Process
Tools
Help
Print
Parameter Query Entry
OK
Cancel
Help
Value Help
View Query
Selection Criteria
OK
Cancel
Help
For Help, press F1
NUM

QUERY TITLE: LOAN ORIGINATION STATUS

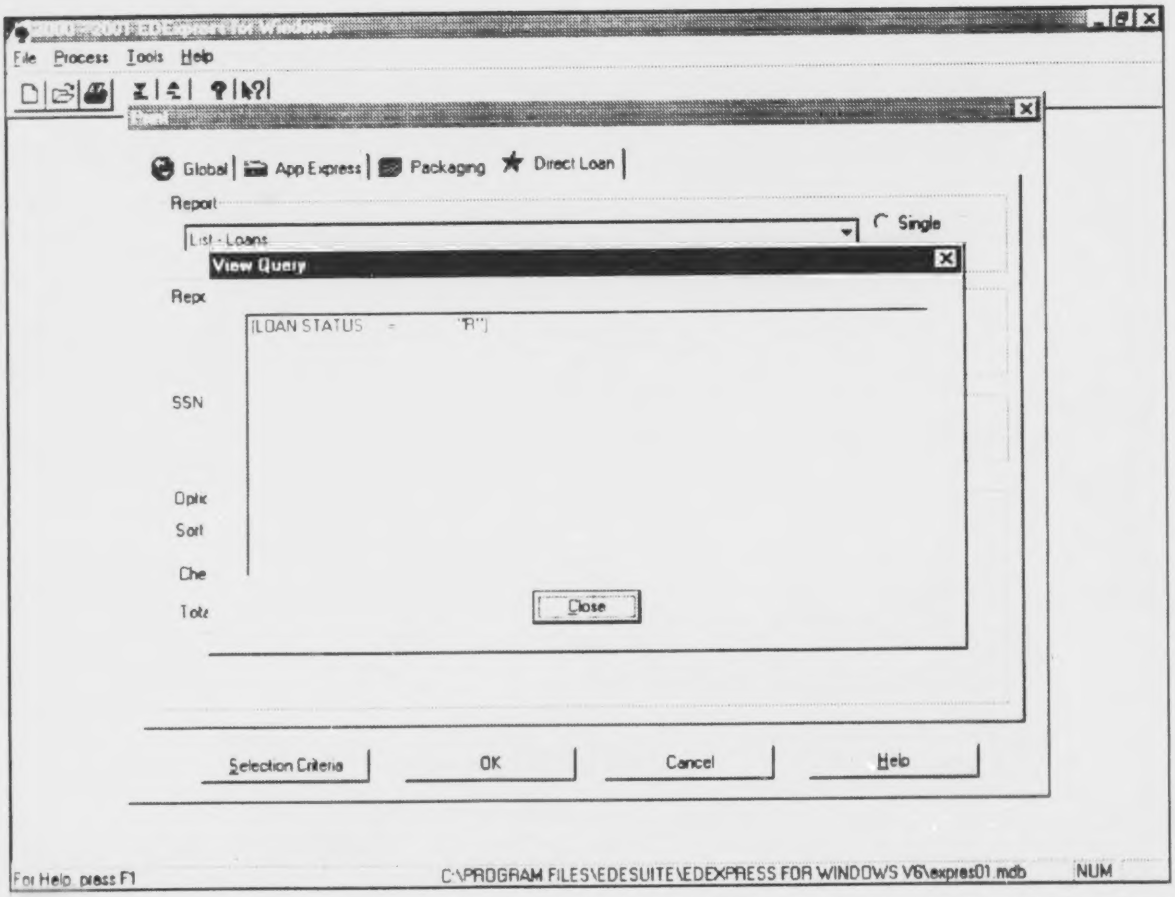
This parameter query allows you to access records from the database based on values that you specify. Please fill in values (parameters) for the following fields:

Field Name	Operator	Field Value	List Field Value
LOAN STATUS	=	R	

N
R
B
A
E

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb

Click ***Close***	The completed query is displayed

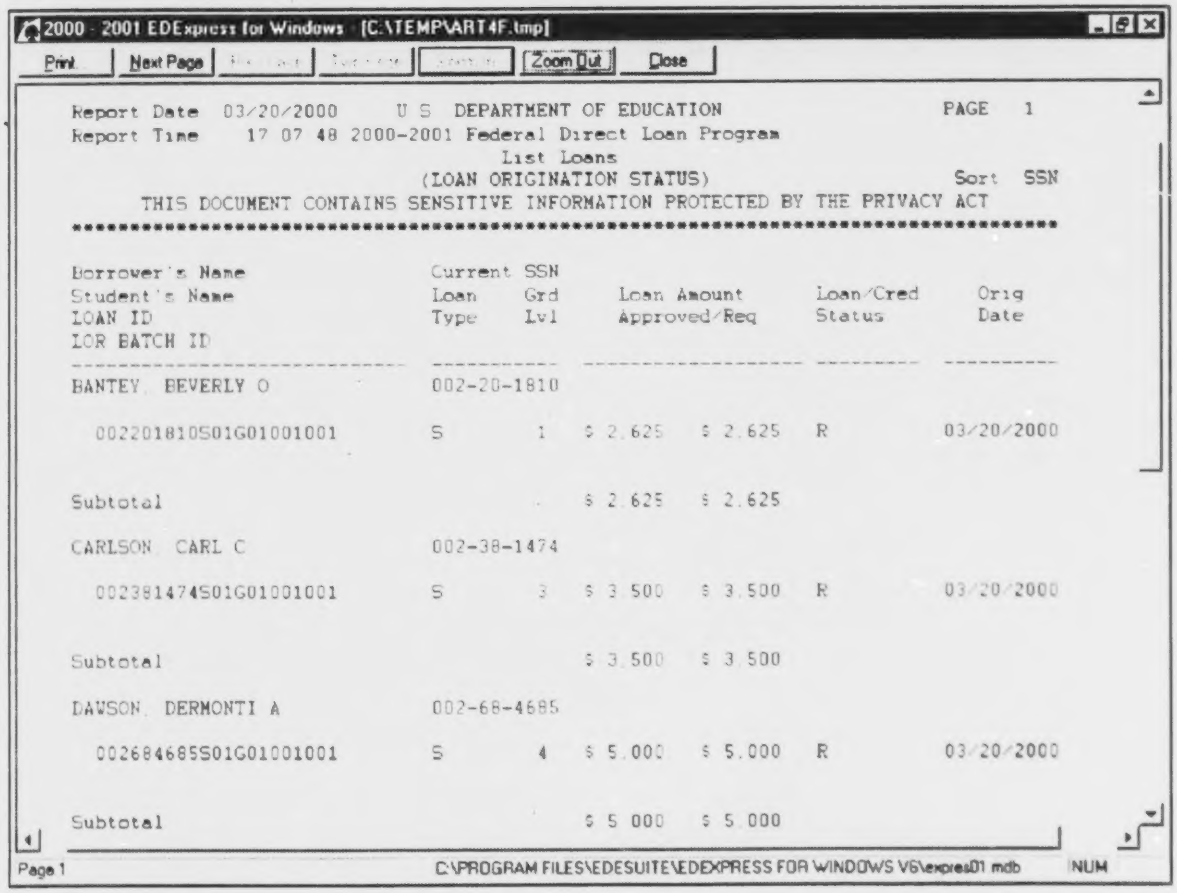

2000-2001 EDExpress for Windows
File
Process
Tools
Help
Global
App Express
Packaging
Direct Loan
Report
List - Loans
Single
View Query
Repx
SSN
Optic
Sort
Che
Tote
Close
Selection Criteria
OK
Cancel
Help
For Help, press F1
NUM

```
[LOAN STATUS    =           "R"]
```

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb

For each loan, the loan type, the student's Social Security Number and grade level, the loan amount and status are listed

*Click **Next Page** to view more of the report*


2000 - 2001 EDExpress for Windows - [C:\TEMP\ART4F.tmp]
Print
Next Page
Zoom Out
Close
Page 1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01 mdb
NUM

```
Report Date  03/20/2000     U S  DEPARTMENT OF EDUCATION                 PAGE   1
Report Time    17 07 48 2000-2001 Federal Direct Loan Program
                                  List Loans
                           (LOAN ORIGINATION STATUS)                      Sort  SSN
     THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*************************************************************************************

Borrower's Name               Current SSN
Student's Name                Loan    Grd     Loan Amount        Loan/Cred     Orig
LOAN ID                       Type    Lvl     Approved/Req       Status        Date
LOR BATCH ID
----------------------------- ----------- ------------------ --------- ----------
BANTEY  BEVERLY O             002-20-1810

  00220181OS01G01001001       S         1   $ 2.625   $ 2.625   R          03/20/2000


Subtotal                                    $ 2.625   $ 2.625

CARLSON  CARL C               002-38-1474

  002381474S01G01001001       S         3   $ 3.500   $ 3.500   R          03/20/2000


Subtotal                                    $ 3.500   $ 3.500

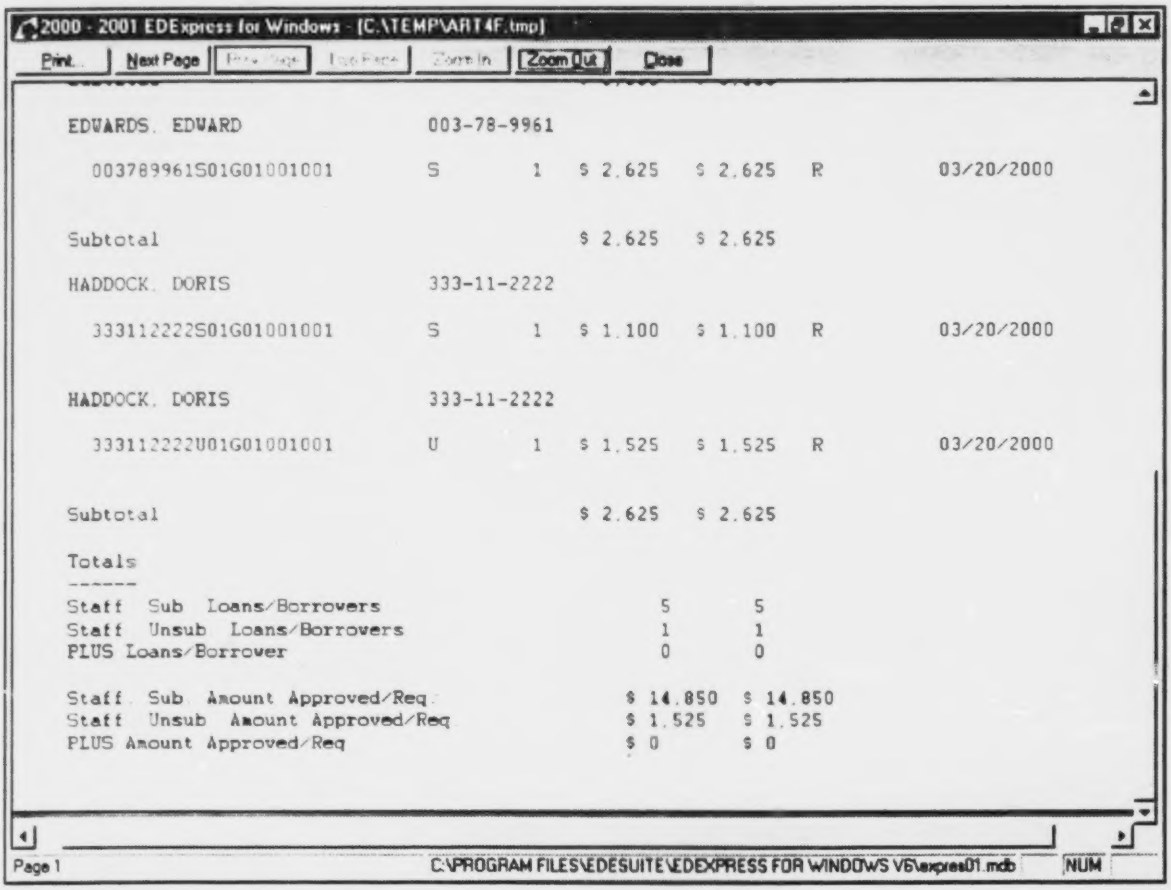
DAWSON  DERMONTI A            002-68-4685

  002684685S01G01001001       S         4   $ 5.000   $ 5.000   R          03/20/2000


Subtotal                                    $ 5 000   $ 5.000
```

Click ***Close*** *to close the preview window.*

Each list report in EDExpress also includes totals.


2000 - 2001 EDExpress for Windows - [C:\TEMP\ART4F.tmp]
Print...
Next Page
Prev Page
Top Page
Zoom In
Zoom Out
Close
Page 1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb
NUM

```
EDWARDS. EDWARD               003-78-9961

  003789961S01G01001001       S        1   $ 2.625   $ 2.625   R        03/20/2000


Subtotal                                   $ 2.625   $ 2.625

HADDOCK. DORIS                333-11-2222

  333112222S01G01001001       S        1   $ 1.100   $ 1.100   R        03/20/2000


HADDOCK. DORIS                333-11-2222

  333112222U01G01001001       U        1   $ 1.525   $ 1.525   R        03/20/2000


Subtotal                                   $ 2.625   $ 2.625

Totals
------
Staff  Sub  Loans/Borrowers                      5        5
Staff  Unsub  Loans/Borrowers                    1        1
PLUS Loans/Borrower                              0        0

Staff  Sub  Amount Approved/Req.             $ 14.850  $ 14.850
Staff  Unsub  Amount Approved/Req            $ 1.525   $ 1.525
PLUS Amount Approved/Req                     $ 0       $ 0
```

Exporting Loan Records to the LOC

After you have created and originated loan records, you must know how to prepare them for transmission to the Loan Origination Center (LOC). This is done with the Export command from the File menu. The Export command creates a batch that contains the records from your database that have a loan status flag of "R" (ready to send). A *batch* is a group of similar records that are placed into a file. This file is then available to transmit with Edconn32, the communications software.

Schools participating in all origination categories submit origination records to the LOC. While there is flexibility in the frequency of record submissions, establishing a regular submission schedule for these documents makes the reconciliation process manageable and efficient.

1 S Option 1 or Standard originating schools must submit origination records to the LOC before funds are sent to the school for disbursement to the borrower.

2 Option 2 schools have additional flexibility in the record submission sequence. They may submit loan origination records prior to transmitting the actual disbursement information and promissory note, or simultaneously. **These schools, just like Option 1 and Standard Origination schools, must submit records no later than 30 days following the date of disbursement.**

Important: The Export command in EDExpress does not physically send any data to the LOC. It prepares the data in a batch file that you must later transmit.

What Happens When You Export

Three important events take place when you choose the Export command

1. Batch ID—The file that results from the export is assigned a batch ID, which is tracked in the Batch Activity database
2. Message Class—The file that results from the export is placed in the IAM\DATA directory and given a name (called the message class) that identifies the data type
3. Status—The status flags of any loan records associated with the batch file are updated to reflect that the record has been included in an export to the LOC

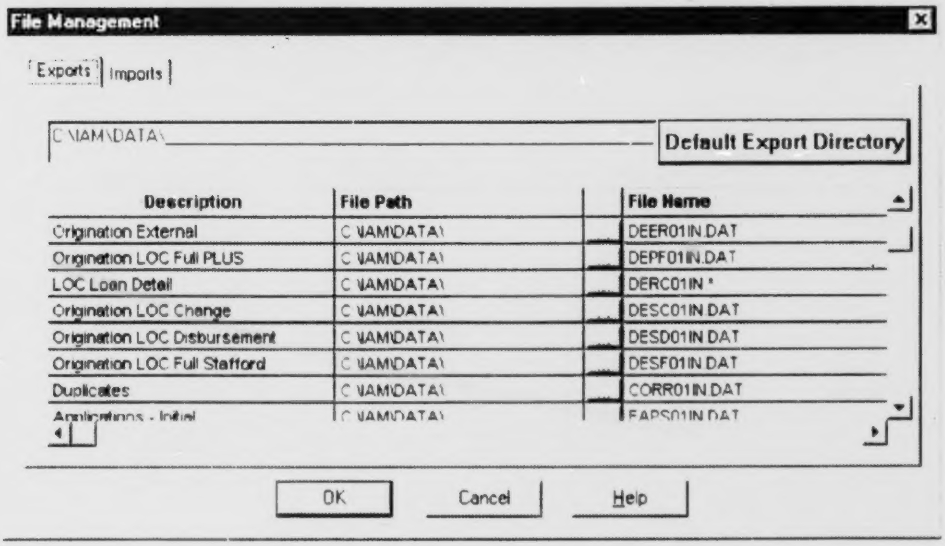
Just as a reminder, in our discussion of Export we are referring to Step 2 in the 6-step process

Batch File Types

Four kinds of export batch files are associated with loan records They are

- Full Stafford Loan Origination Records (DESF01IN, #D)
- Full PLUS Loan Origination Records (DEPF01IN, PF)
- Change Records (DESC01IN, #E)
- Disbursement Records (DESD01IN, #H)

You must choose the Export command and run the process for each type of record routinely



C \IAM\DATA\

Description	File Path	File Name
Origination External	C \IAM\DATA\	DEER01IN.DAT
Origination LOC Full PLUS	C \IAM\DATA\	DEPF01IN.DAT
LOC Loan Detail	C \IAM\DATA\	DERC01IN.*
Origination LOC Change	C \IAM\DATA\	DESC01IN.DAT
Origination LOC Disbursement	C \IAM\DATA\	DESD01IN.DAT
Origination LOC Full Stafford	C \IAM\DATA\	DESF01IN.DAT
Duplicates	C \IAM\DATA\	CORR01IN.DAT
Applications - Initial	C \IAM\DATA\	FAPS01IN.DAT

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Batch IDs

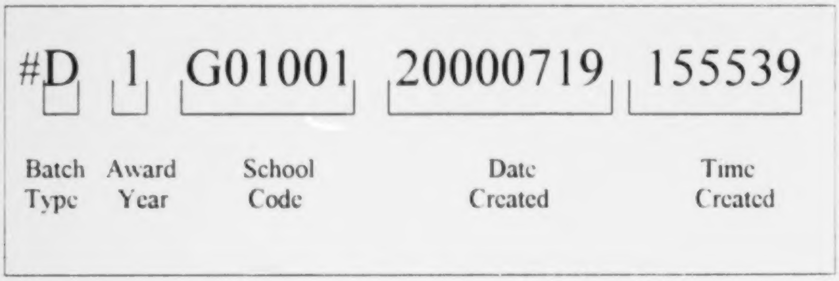
As indicated in the diagram, the first alphabetic character of the batch ID identifies the type of data contained in the batch

The second number is the cycle term to which the batch applies (for 2000-2001, this number will always be 1)

The third number, the school code, is the assumed institution code you defined in Setup

The next eight digits are the date the batch was created

The last set of numbers indicates the time the batch was created

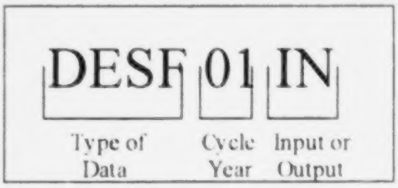

#D
1
G01001
20000719
155539
Batch Type
Award Year
School Code
Date Created
Time Created

Message Classes

All message classes are named from the user perspective As indicated in the diagram, the first four characters of the message class identify the type of data

The second two numbers refer to the cycle year

The last two characters indicate input or output data "**IN**" refers to what you send in for the Title IV contractor to retrieve "**OP**" refers to what the Title IV contractor has put back out on the network for you to retrieve


DESF
01
IN
Type of Data
Cycle Year
Input or Output

Message class	Batch ID	Data description
DEER##IN		Export Origination external
DEPF##IN	PF	Export PLUS Full Origination Records
DERC##IN	#L	Export Loan Detail
DESC##IN	#E	Export LOC Changes
DESD##IN	#H	Export LOC Disbursement
DESF##IN	#D	Export Stafford Full
DIAA##OP	#R	Import Anticipated Disbursement Listing
DIAO##OP	#Q	Import Actual Disbursement Roster
DIEA##OP	#O	Import External Add
DIEC##OP	#P	Import External Change
DIOC##OP	#E	Import Origination Change
DIOD##OP	#H	Import Disbursement Acknowledgement
DIOD##OP	#B	Import Disbursement Acknowledgement(Booking Notification)
DIOD##OP	SP	Import Disbursement Acknowledgement (Servicer Refund)
DIPA##OP	#A	Import PN Acknowledgement
DIPA##OP	#D or PF	Import PN Acknowledgement Standard Origination (Level 3)
DIPC##OP	#C	Import PLUS Credit Decision
DIPF##OP	PF	Import PLUS Full Origination
DISF##OP	#D	Import Full Origination Stafford
DISV##OP	SV	Import Loan Servicer Record Layout
DIWR##OP	#W	Import 30-day Warning Report
DSAS##OP	AS	Direct Loan School Account Statement Cash Summary Section Cash Detail Section Loan Detail & Net Loan Detail Section
	#M	ISIR Import Add
	#N	Packaging Import Add
ED01##OP		Loan Detail Exception Report for Booked Loans (Optional)
ED02##OP		Loan Detail Exception Report for Unbooked Loans (Optional)
ED03##OP		Duplicate Student Borrower Report
ED04##OP		Delinquent Borrower Report
ED06##OP		Inactive Loans Report (Optional)
ED07##OP		Name, SSN, and/or Birth Date Changes Report
ED08##OP		Pending SSN Changes over 45 Days Report
ED09##OP		732 Detail Report
ED11##OP		732 Summary Report
ED12##OP		732 Monthly Detail Report
ED13##OP		732 Monthly Summary Report
ED14##OP		Disbursement Activity not yet Booked at Servicing
DQBD##OP		Direct Loan Delinquency File

## = Cycle year (01 is used for 2000-2001 data)

IN = Input to the SAIG (Student Aid Internet Gateway)

OP = Output from the SAIG

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Exporting Full Stafford Origination Records

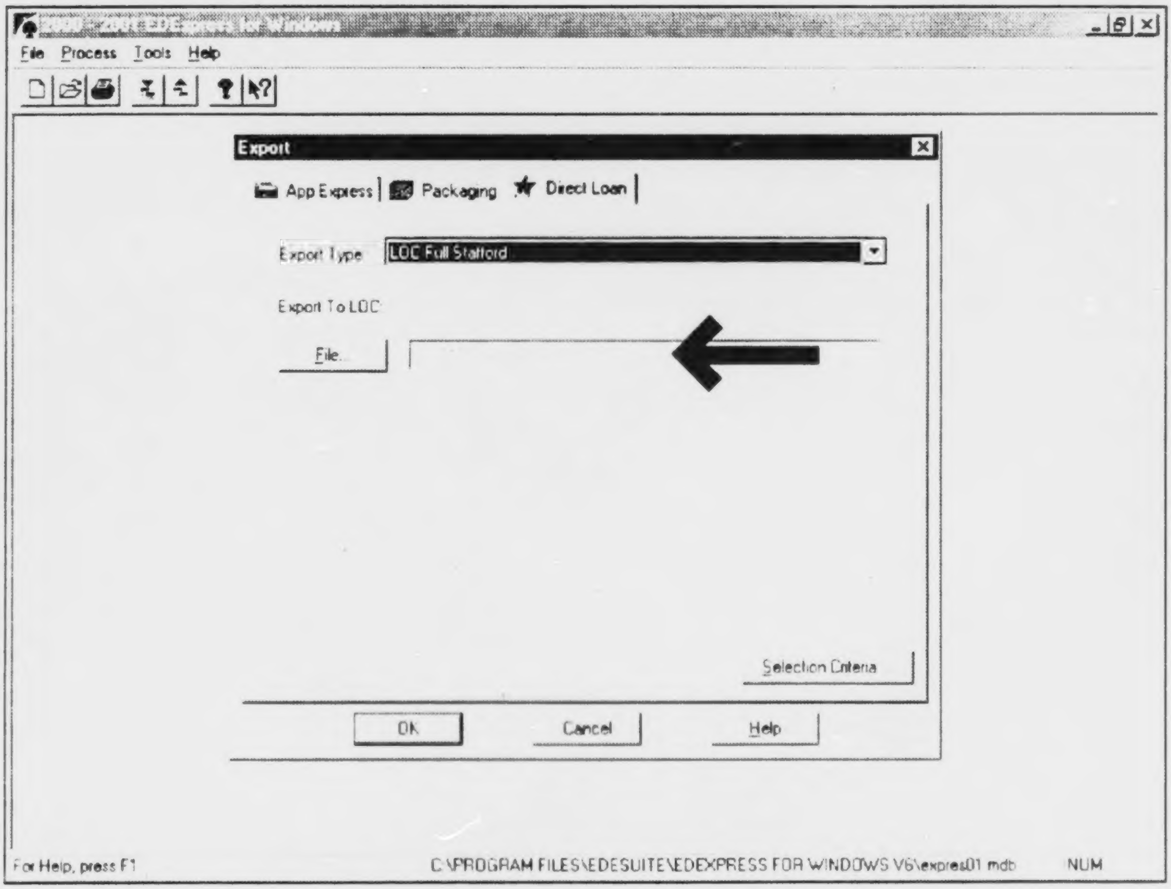
All records with a loan status of "R" will be included in an export batch of origination records for both Subsidized and Unsubsidized loans. You will perform a separate export for PLUS records.

*Select **File/Export** from the menu bar or click the **Export** button*

*Select the export type as **LOC Full Stafford***

The export batch is assigned a message class filename DESFO1IN.DAT

*Click **OK***


2000 - 2001 EDExpress for Windows
File
Process
Tools
Help
Export
App Express
Packaging
Direct Loan
Export To LOC
File...
Selection Criteria
OK
Cancel
Help
For Help, press F1
NUM

Export Type: LOC Full Stafford

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb

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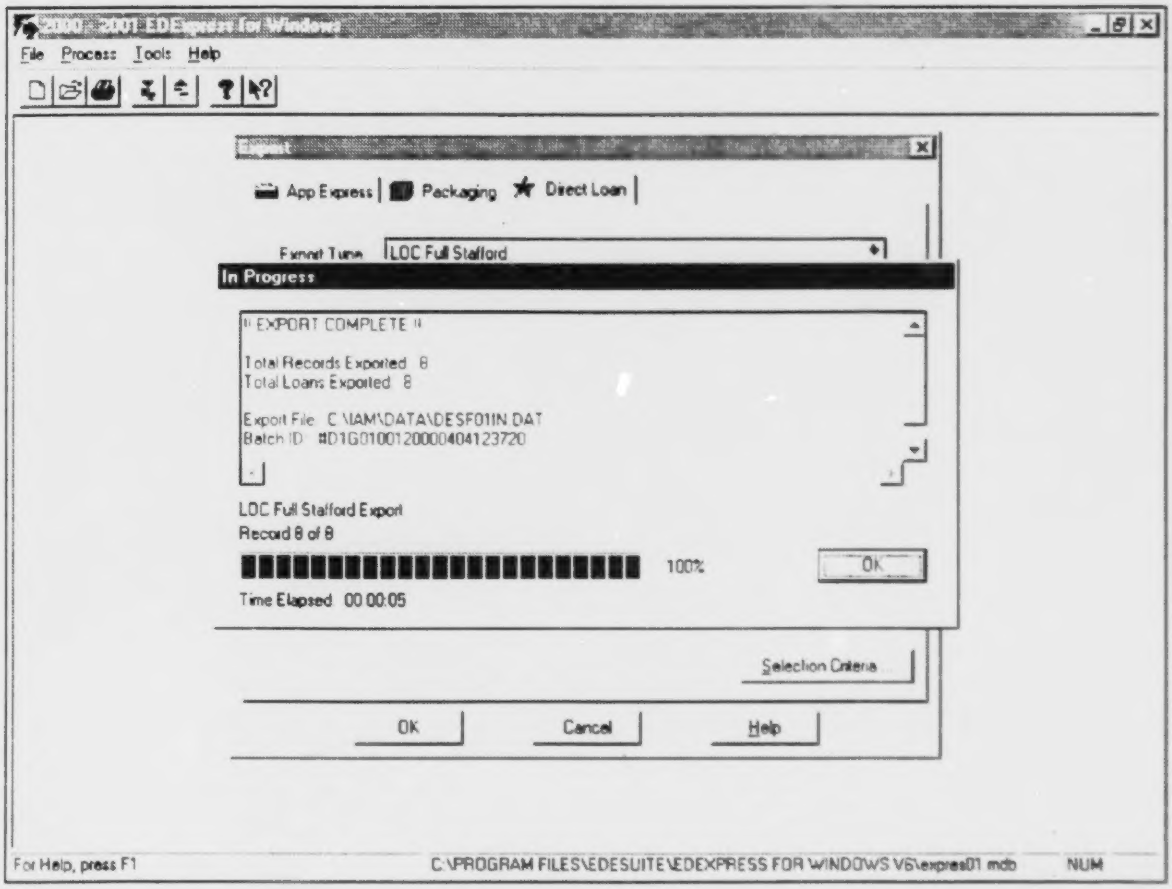
Click ***OK***

The statistics dialogue box displays the following

1. The number of records exported and processed in the export file
2. The message class and path assigned to the export file
3. The batch ID assigned to the export file

It is recommended you note the batch ID and the file name in your tracking log, if this is your tracking practice

Note A sample processing log is provided in Appendix B


2000 - 2001 EDExpress for Windows
File
Process
Tools
Help
Export
App Express
Packaging
Direct Loan
In Progress
OK
Selection Criteria
OK
Cancel
Help
For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb
NUM

Export Type LOC Full Stafford

```
!! EXPORT COMPLETE !!

Total Records Exported  8
Total Loans Exported  8

Export File  C:\IAM\DATA\DESF01IN.DAT
Batch ID  #D1G01001200004041 23720
```

LOC Full Stafford Export
Record 8 of 8
100%
Time Elapsed 00:00:05

Exporting Full PLUS Origination Records

The process for exporting PLUS origination records is similar to that for Subsidized and Unsubsidized loans, however the export type and corresponding message class are different

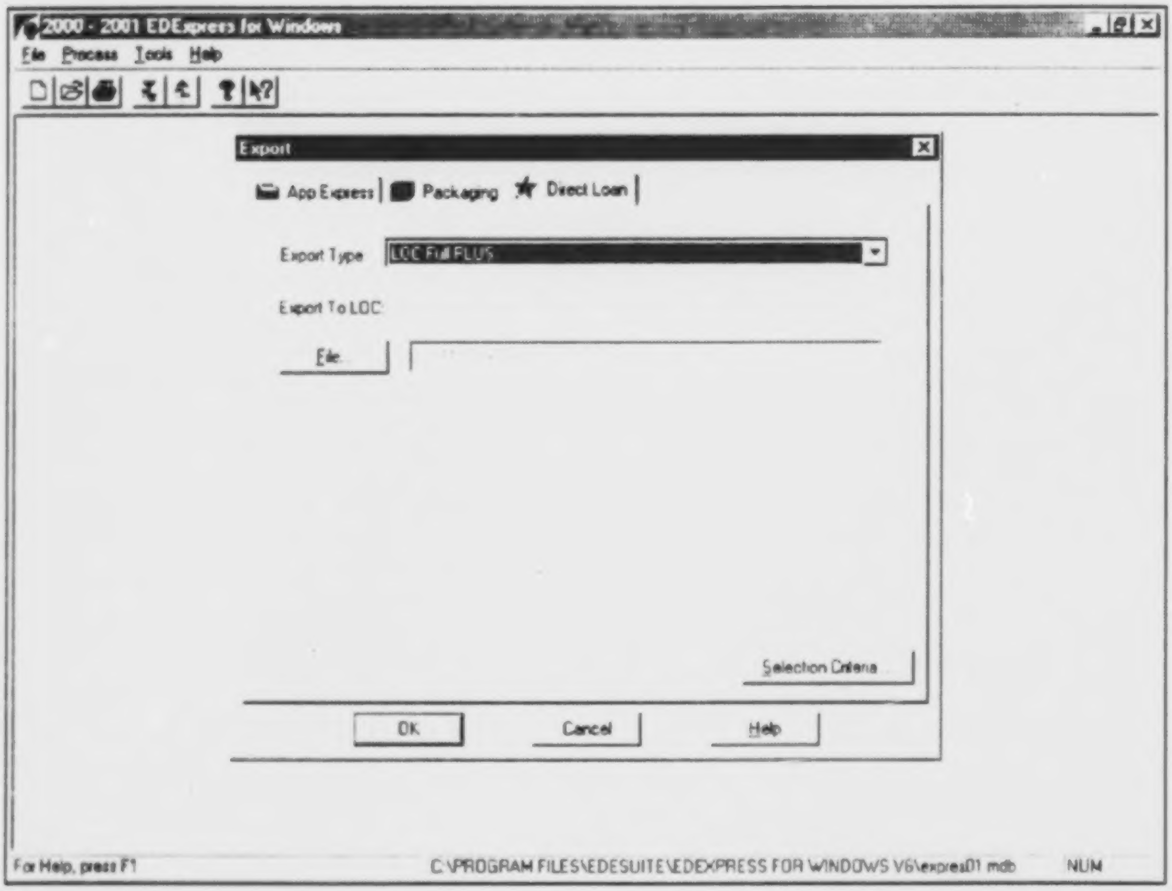
*Select **File/Export** from the menu bar or click the Export icon*

*Select the **Direct Loan** tab*

*Select as the Export Type **LOC Full PLUS**.*

The file created is DEPF01IN DAT

*Click **OK***



Export Type: LOC Full PLUS

2000 - 2001 EDExpress for Windows
File
Process
Tools
Help
Export
App Express
Packaging
Direct Loan
Export To LOC
File
Selection Criteria
OK
Cancel
Help
For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01 mdb
NUM

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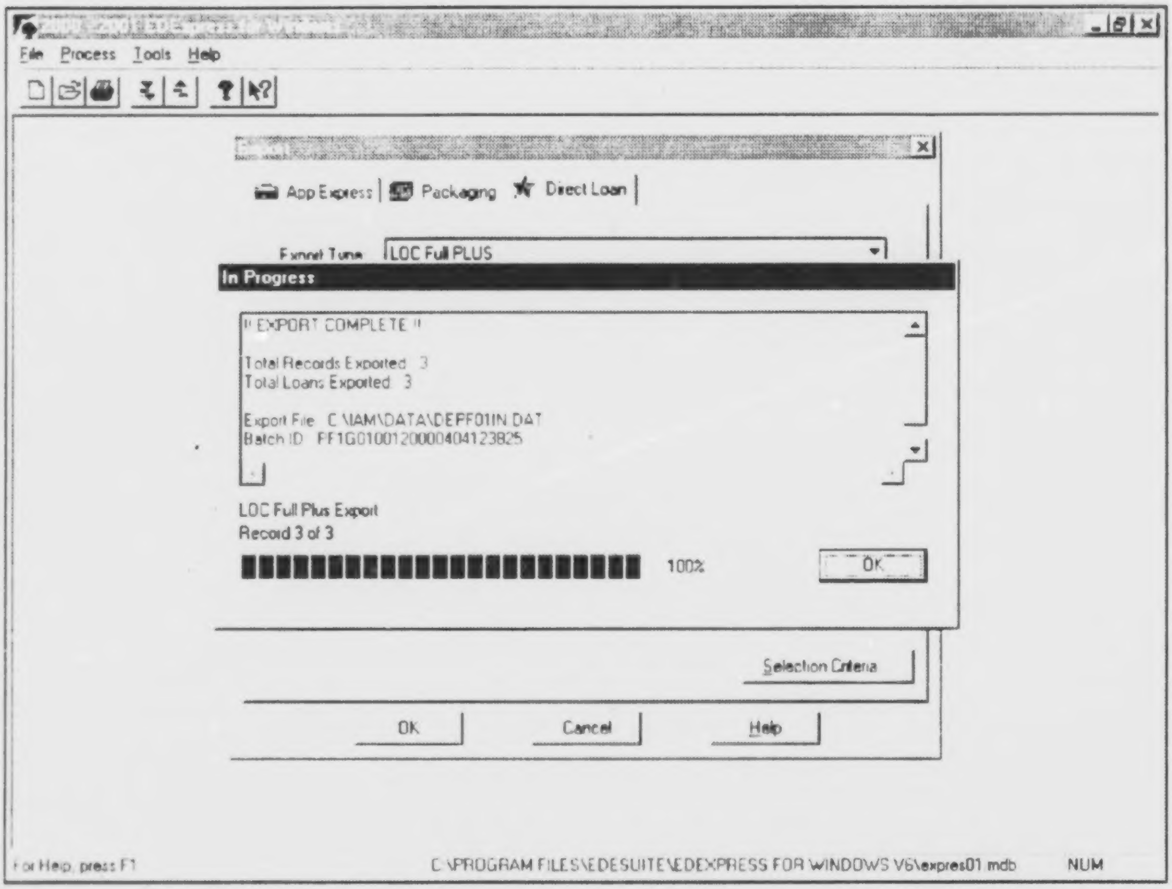
Click **OK**

The export statistics box indicates the number of records in the export file, the batch file name, and the batch ID


File
Process
Tools
Help
App Express
Packaging
Direct Loan
Export Type
LOC Full PLUS
In Progress
OK
Selection Criteria
OK
Cancel
Help
For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb
NUM

```
!! EXPORT COMPLETE !!

Total Records Exported  3
Total Loans Exported  3

Export File  C:\IAM\DATA\DEPF01IN.DAT
Batch ID  PF1G01001200004041238 25
```

LOC Full Plus Export
Record 3 of 3
100%

Viewing the Batch Activity Database

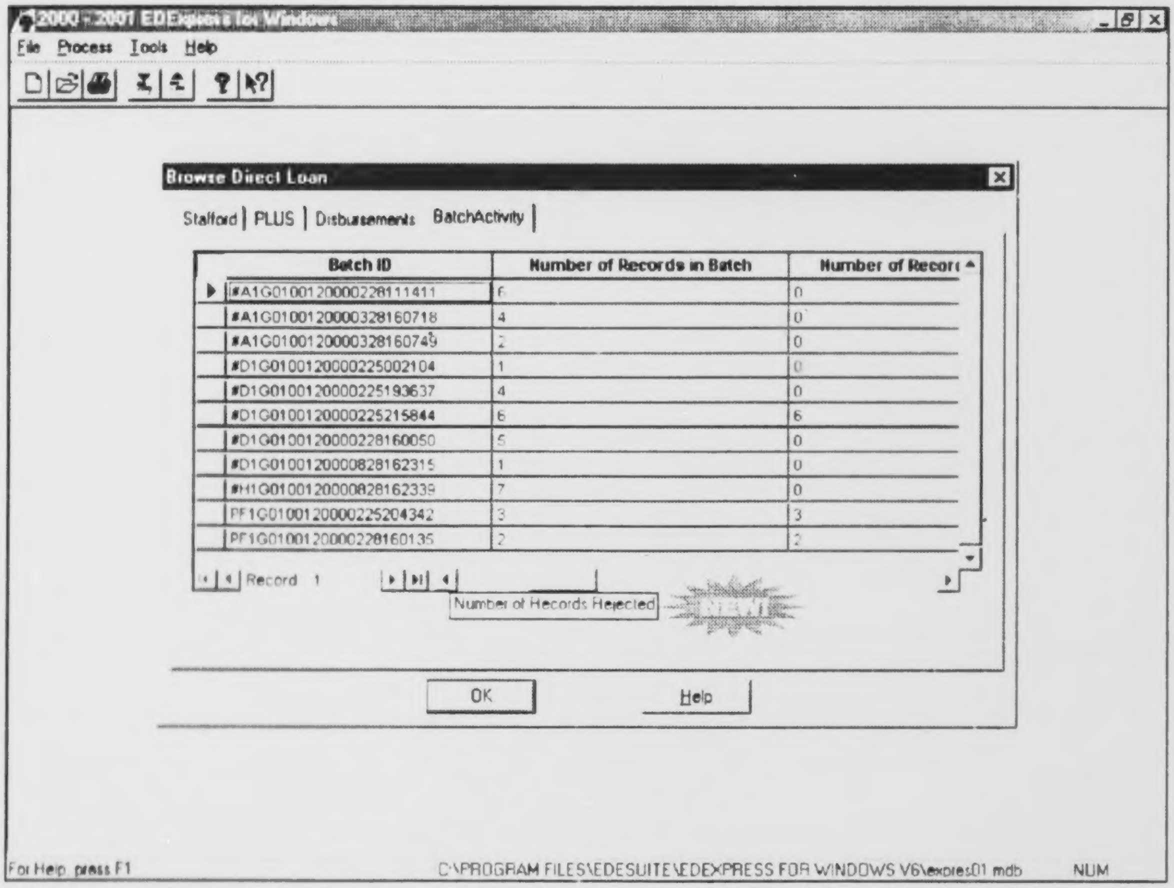
A batch ID is created for each batch of records you export. You can review information about each of your batches by browsing the Batch Activity Database.

NEW!

Bubble help has been added to the scroll bar.

Select ***Tools/Browse/ Direct Loan***

Select the ***Batch Activity*** *tab*

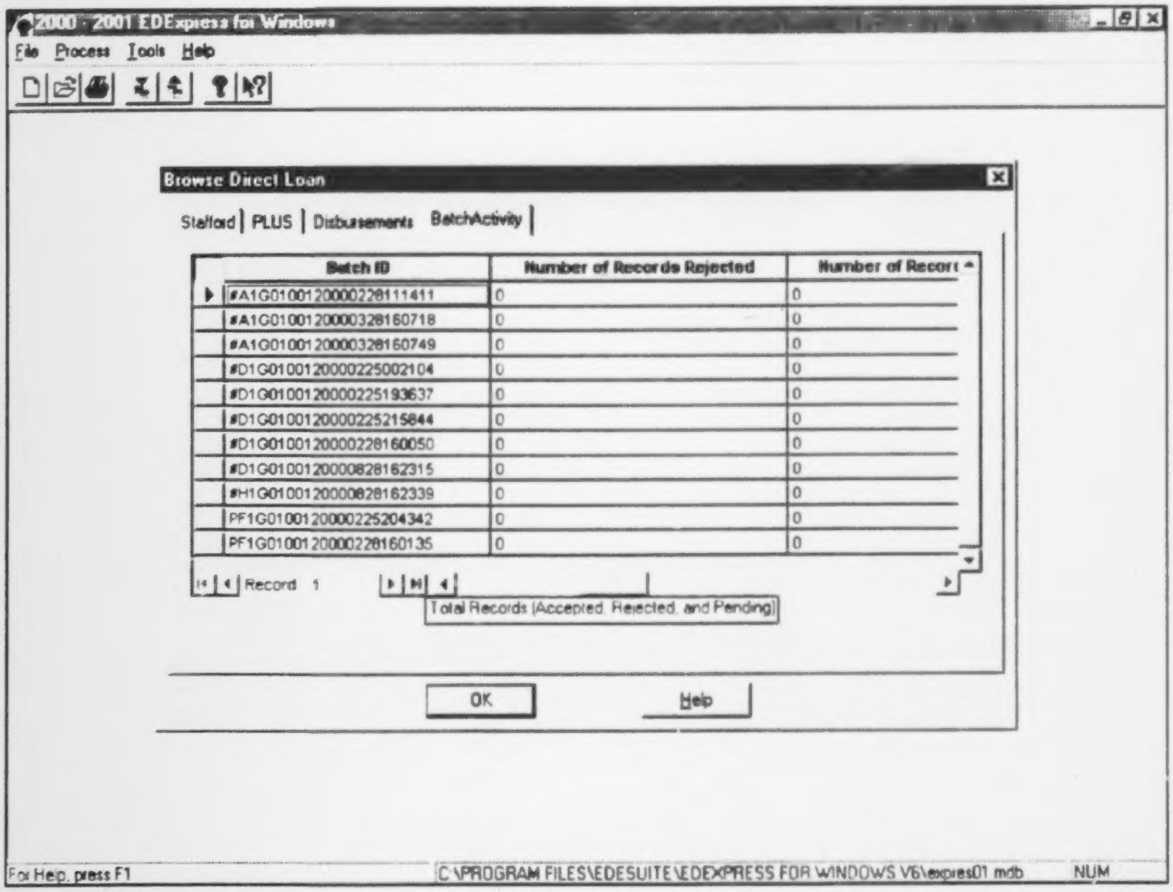

2000 - 2001 EDExpress for Windows
File Process Tools Help
Browse Direct Loan
Stafford PLUS Disbursements BatchActivity
Record 1
NEW!
OK
Help
For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb
NUM

Batch ID	Number of Records in Batch	Number of Recor
#A1G01001200002281114111	6	0
#A1G0100120000328160718	4	0
#A1G0100120000328160749	2	0
#D1G0100120000225002104	1	0
#D1G0100120000225193637	4	0
#D1G0100120000225215844	6	6
#D1G0100120000228160050	5	0
#D1G0100120000828162315	1	0
#H1G0100120000828162339	7	0
PF1G0100120000225204342	3	3
PF1G0100120000228160135	2	2

Number of Records Rejected

Use the scroll bar to view all the data

For each batch imported, the number of accepted, rejected and pending records in the batch will be displayed

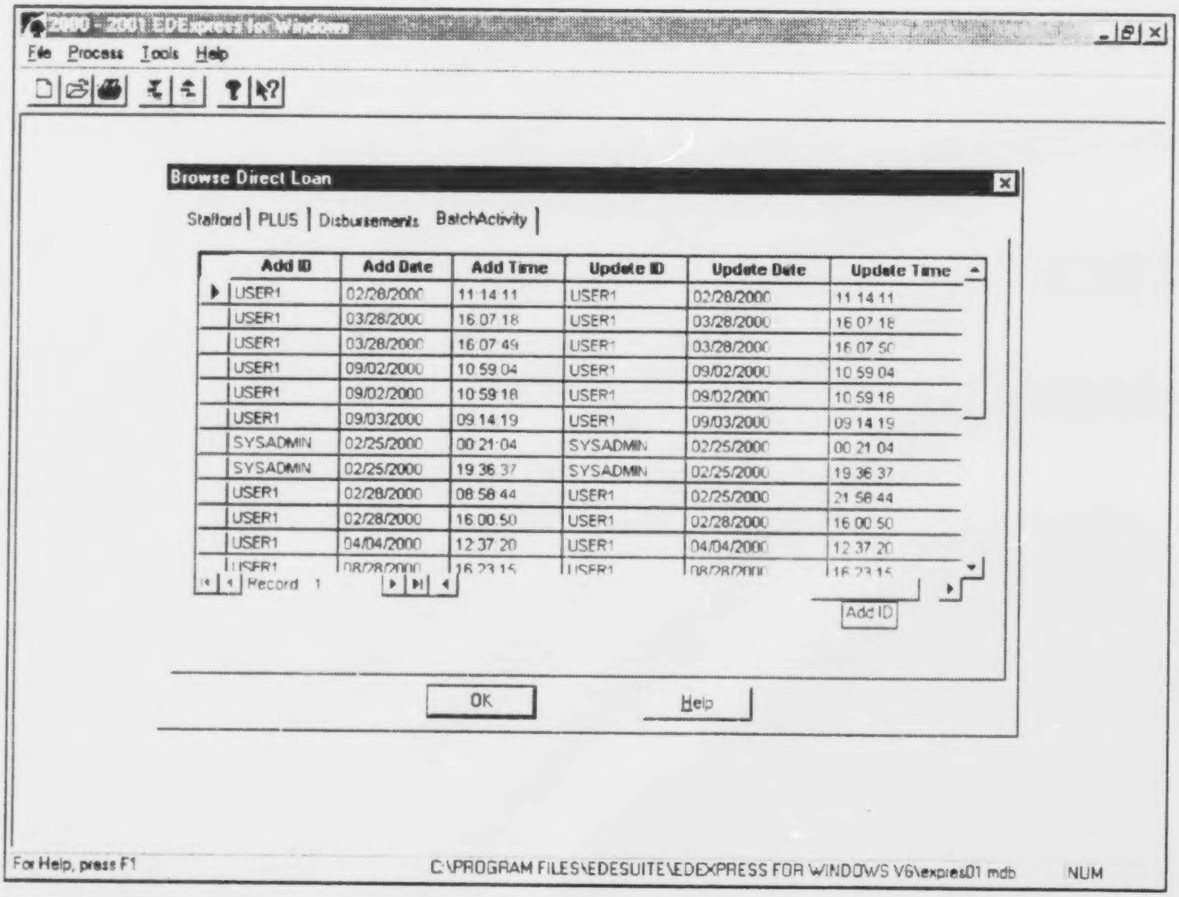

2000 - 2001 EDExpress for Windows
File
Process
Tools
Help
Browse Direct Loan
Stafford
PLUS
Disbursements
BatchActivity
Record 1
OK
Help

Batch ID	Number of Records Rejected	Number of Recor
#A1G0100120000228111411	0	0
#A1G0100120000328160718	0	0
#A1G0100120000328160749	0	0
#D1G0100120000225002104	0	0
#D1G0100120000225193637	0	0
#D1G0100120000225215844	0	0
#D1G0100120000228160050	0	0
#D1G0100120000828162315	0	0
#H1G0100120000828162339	0	0
PF1G0100120000225204342	0	0
PF1G0100120000228160135	0	0

Total Records (Accepted, Rejected, and Pending)

For Help, press F1 C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb NUM

Click **OK** to close


2000 - 2001 EDExpress for Windows
File Process Tools Help
Browse Direct Loan
Stafford
PLUS
Disbursements
BatchActivity
Record 1
Add ID
OK
Help
For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb
NUM

Add ID	Add Date	Add Time	Update ID	Update Date	Update Time
USER1	02/28/2000	11:14:11	USER1	02/28/2000	11:14:11
USER1	03/28/2000	16:07:18	USER1	03/28/2000	16:07:18
USER1	03/28/2000	16:07:49	USER1	03/28/2000	16:07:50
USER1	09/02/2000	10:59:04	USER1	09/02/2000	10:59:04
USER1	09/02/2000	10:59:18	USER1	09/02/2000	10:59:18
USER1	09/03/2000	09:14:19	USER1	09/03/2000	09:14:19
SYSADMIN	02/25/2000	00:21:04	SYSADMIN	02/25/2000	00:21:04
SYSADMIN	02/25/2000	19:36:37	SYSADMIN	02/25/2000	19:36:37
USER1	02/28/2000	08:58:44	USER1	02/25/2000	21:58:44
USER1	02/28/2000	16:00:50	USER1	02/28/2000	16:00:50
USER1	04/04/2000	12:37:20	USER1	04/04/2000	12:37:20
USER1	08/28/2000	16:23:15	USER1	08/28/2000	16:23:15

Reviewing the Loan Record

*Open the record to the **Loans** tab*

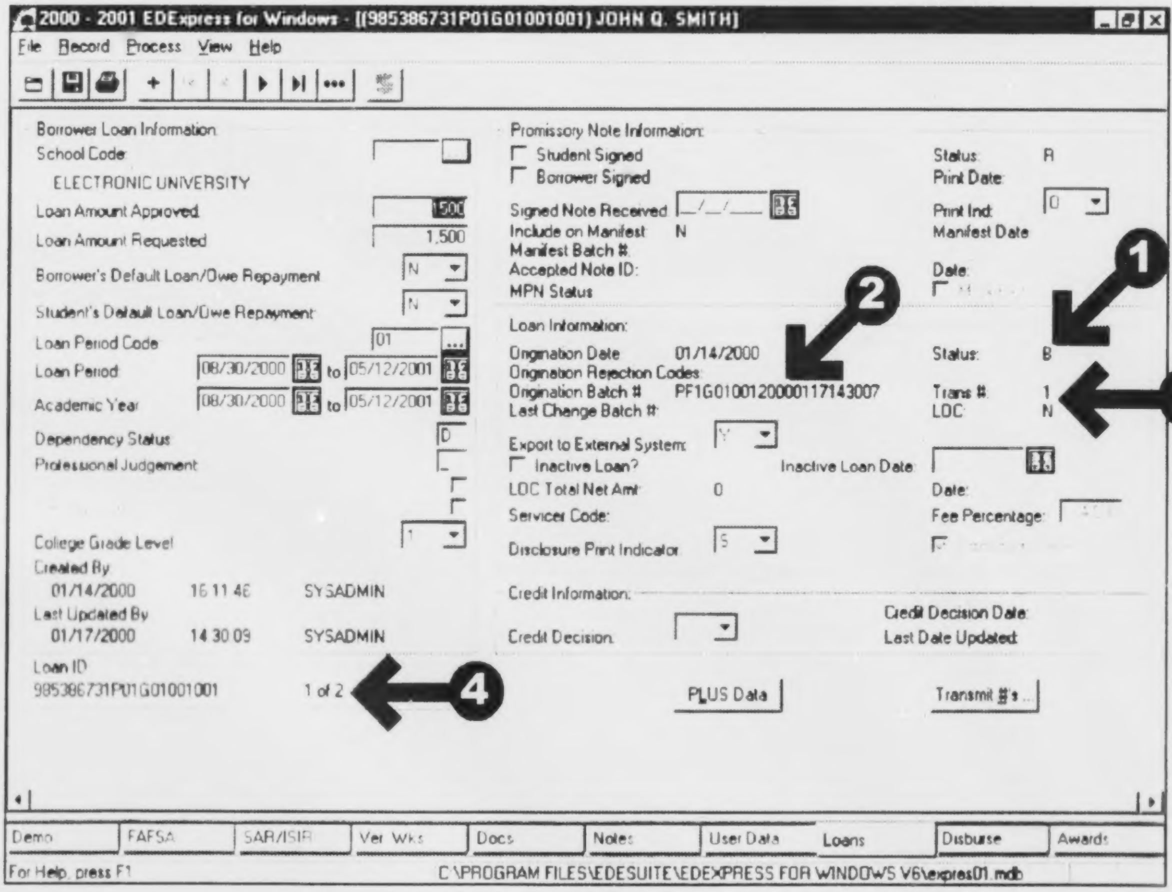
Each time a record is included in an export, information about the batch is stored on the record. Also, the status codes are updated.

❶ Note the Loan Information panel. The loan status is updated to B = Batched.

❷ The batch ID is assigned to the record.

❸ The loan transmission number is increased and the LOC indicator changes to N, for no.

❹ Loan records are always stored in the same order: PLUS, Subsidized and Unsubsidized.


2000 - 2001 EDExpress for Windows - [(985386731P01G01001001) JOHN Q. SMITH]
File
Record
Process
View
Help
PLUS Data
Transmit #'s ...
Demo
FAFSA
SAR/ISIR
Ver Wks
Docs
Notes
User Data
Loans
Disburse
Awards
1
2
3
4

Borrower Loan Information
School Code:
ELECTRONIC UNIVERSITY
Loan Amount Approved: 1500
Loan Amount Requested: 1,500
Borrower's Default Loan/Owe Repayment: N
Student's Default Loan/Owe Repayment: N
Loan Period Code: 01
Loan Period: 08/30/2000 to 05/12/2001
Academic Year: 08/30/2000 to 05/12/2001
Dependency Status: D
Professional Judgement:
College Grade Level: 1
Created By: 01/14/2000 16 11 46 SYSADMIN
Last Updated By: 01/17/2000 14 30 09 SYSADMIN
Loan ID: 985386731P01G01001001 1 of 2

Promissory Note Information:
☐ Student Signed
☐ Borrower Signed
Signed Note Received: __/__/____
Include on Manifest: N
Manifest Batch #:
Accepted Note ID:
MPN Status
Status: R
Print Date:
Print Ind: 0
Manifest Date:
Date:

Loan Information:
Origination Date: 01/14/2000
Origination Rejection Codes:
Origination Batch #: PF1G0100120000117143007
Last Change Batch #:
Status: B
Trans #: 1
LOC: N
Export to External System: Y
☐ Inactive Loan?
Inactive Loan Date:
LOC Total Net Amt: 0
Date:
Servicer Code:
Fee Percentage:
Disclosure Print Indicator: S

Credit Information:
Credit Decision:
Credit Decision Date:
Last Date Updated:

For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb

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Database Management

EDExpress provides utilities to help you maintain the integrity of your database. You should periodically run each of these utilities to help prevent problems.

In addition, you should back up your system regularly (at least weekly), especially the directory where your database file (EXPRES01.MDB) resides.

You should create a set of procedures and schedule for backing up your data. Generally, it is a good idea to create at least two consecutive system backups.

How often you back up your system is determined by how much work you are willing to recreate in a given amount of time. Some very large institutions back up their data twice a day, because they are unwilling to lose more than a half-day's work to a system failure. Smaller institutions may consider a daily or weekly procedure.

Another good time to back up your system is just before you install an upgrade version of EDExpress. If a failure occurs during the installation that corrupts your data, you can easily restore the data created prior to the failed installation.

You can choose any of several methods to use for backup of your data. The simplest involves using the Windows backup utility to save the data to floppy diskettes. Tape drive systems are more efficient and relatively inexpensive. Whatever method you choose, backup, backup, backup!

Before using these utilities, be sure you have hard drive space available that is equal to the size of your database.

Run the utilities in this order:

1. Repair Database
2. Compact Database
3. Database Verification
4. If there are errors found during verification, repair and compact the database again (i.e. repeat the process).

Repair Database

The Repair Database utility repairs a corrupted database structure. Your database may become corrupted if EDExpress is interrupted unexpectedly by a power outage, a LAN failure, or other problem while it is updating records. EDExpress might not detect database corruption, so if your system behaves unpredictably (for example, you start getting error messages), use Repair Database to fix the database.

Compact a Database

The Compact Database utility makes a new, organized copy of the EDExpress database.

As you work with records in the EDExpress database, you add, change, and delete data. This causes the database file to become fragmented. Compacting the database makes the database smaller and improves system performance.

Database Verification

The Verify Database utility checks for data relationship integrity in your database. When a record is missing one of its associated records, Verify Database recreates the missing record. Use Verify Database when EDExpress or your computer "crashes" or abnormally halts processing.

In a multiuser (LAN) environment, Verify Database won't function if another user is in EDExpress.

You can run Verify Database weekly to resolve problems. We also recommend that you back up your system regularly (at least weekly), especially the directory where your database file resides.

Clear Record Locks

Record locking prevents multiple users in a LAN environment from accessing the same student record at one time. Occasionally, record locks are not cleared if a user exits a record improperly. If this happens, no one can access that record.

Clear record locks by selecting Tools/Utilities/Clear Locks. **Before using this function, be sure to back up your database and make sure the user ID that has the record locked is no longer logged on.**

Lesson 2 Exercise

Scenario:

It's that time of week again at the office, loan origination records need to be sent to the LOC Although you usually don't handle exporting and sending of data, the staff person in charge of data management called in sick today So, the director has asked you to export the loan records Before you export the records, you need to find out what students are ready to be exported Your task then, is to print a list of loans and export both the Stafford and PLUS loans

Instructions:

1 Print a list of loans that have an origination status of ready

Step	Action
1	Select **File, Print** from the menu
2	Use these settings Report **List – Loans Multiple** File Destination **Screen**
3	Click **Selection Criteria**
	Click the Query Title **Ellipsis** button
	Select the Loan Origination Status query
	Set the field value to '**R**' Click **OK** Click **Select All**
	Click **OK** to print the list

Lesson 2 Exercise, continued

2 Export the first batch of Stafford records

Step	Action
1	Select **File, Export** from the menu
2	Click the Direct Loan tab Select the Export Type LOC Full Stafford
3	Click **OK**
4	Click **OK** again to close the export box

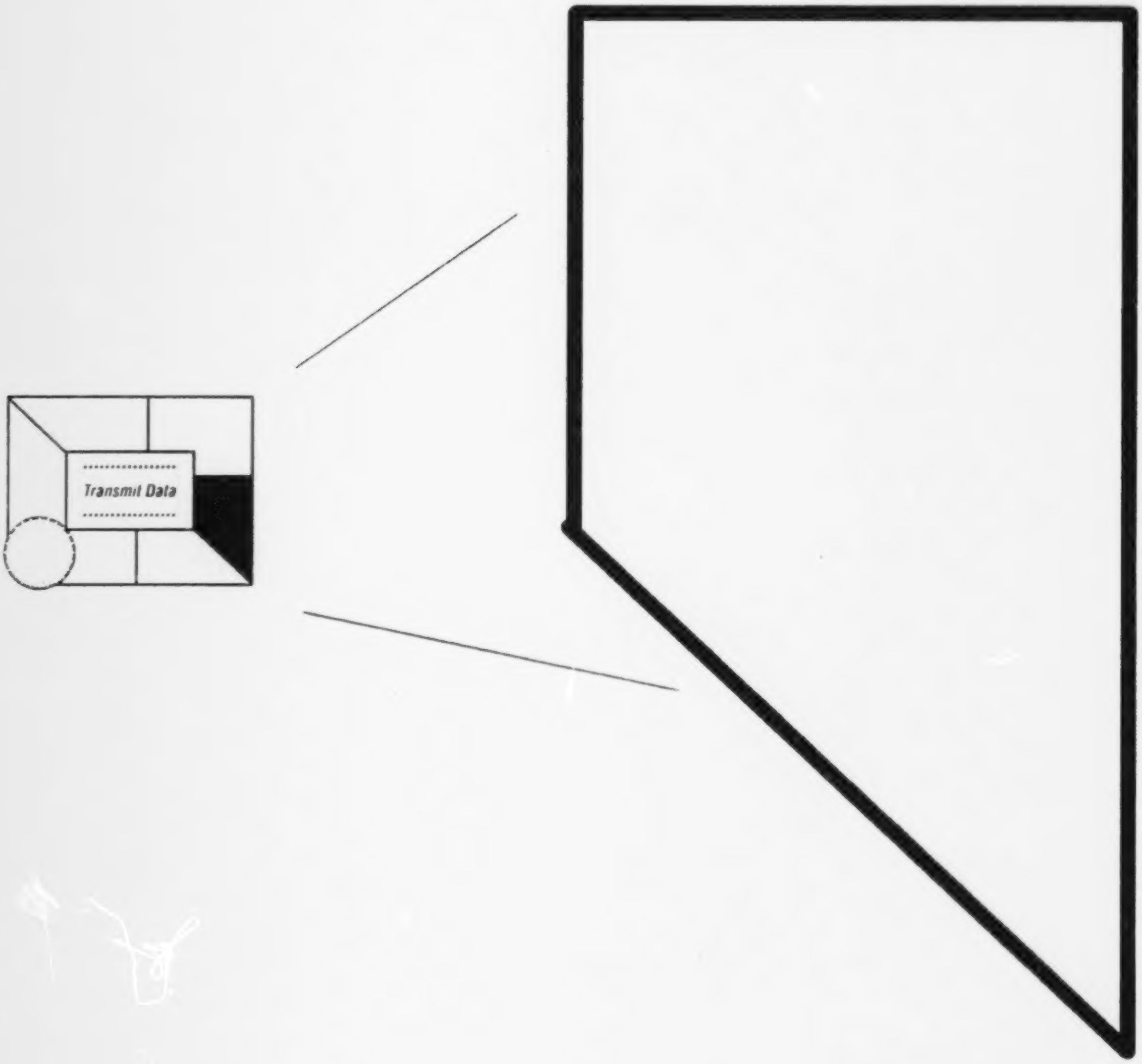
3 Use the same procedure to export the PLUS records

Lesson 3 - Transmit Data

Objectives

At the end of this lesson you should be able to

1. Create a production schedule of transmission activity
2. Add an automatic record to the EDconn32 transmission queue
3. Transmit files to the LOC using Edconn32
4. Create a transmission processing log



Production Schedules

The most important component of the EDE process is the management of your data. You need to know where your data is stored, when you transmitted a batch, and when you receive data from a processor. The first step to good data management is creating a production schedule.

The following tables provide examples of Direct Loan schedules. For each batch of data that you send to the LOC, you receive processed data. For Direct Loan that may be an acknowledgement. Your goal for any type of data you send is to successfully track a record from entry through receipt and processing. Having a defined schedule assures that batches or records aren't misplaced and cycles are completed. Cycles are described and illustrated in Unit 5, Lesson 5.

Regular Production

Monday	Tuesday	Wednesday	Thursday	Friday
Import Full/Acks*			Import Full/Acks*	
Import PLUS Credit Updates			Import PLUS Credit Updates	
Import Change Acks			Import Change Acks	
Import Prom Acks			Import Prom Acks	
Import Disbursement Acks			Import Disbursement Acks	
Enter Loan Records/changes	Enter Loan Records/changes	Enter Loan Records/changes	Enter Loan Records/changes	Enter Loan Records/changes
Record P-notes signed	Record P-notes signed	Record P-notes signed	Record P-notes signed	Record P-notes signed
Record/Adj Disbursements	Record/Adj Disbursements	Record/Adj Disbursements	Record/Adj Disbursements	Record/Adj Disbursements
		Export Full* Origination Records		Export Full* Origination Records
	Export Change Records		Export Change Records	
	Print P-notes		Print P-notes	
		Print Manifest		Print Manifest
		Mail Notes to LOC		Mail Notes to LOC
	Print Mailing Labels for P-note batch = today's batch	Export Disbursement	Print Mailing Labels for P-note batch = today's batch	Export Disbursement

*Remember to export both Stafford and PLUS loan records

Other Activities

Monday	Tuesday	Wednesday	Thursday	Friday
Import 30-Day Warning				
		Import DLSAS		Import exception report from the LOC (optional)
	Run Pending Disbursement List (next three days P-note Status = **A**)	Compare school data to LOC data	Run Pending Disbursement List (next three days P-note Status = **A**)	
	Drawdown		Drawdown	
		Send electronic file to the LOC (optional)		
Import Initial SSCR file[1]				Export Automatic/ Manual SSCR Batch
Run Back Up	Run Back Up	Run Back Up	Run Back Up	Run Back Up
				Reorganize Files*
				Archive Data Files in C:\IAM\DATA

* = biweekly

1 = every 60 days or when scheduled with NSLDS

Transmitting Export Batch Files to the LOC

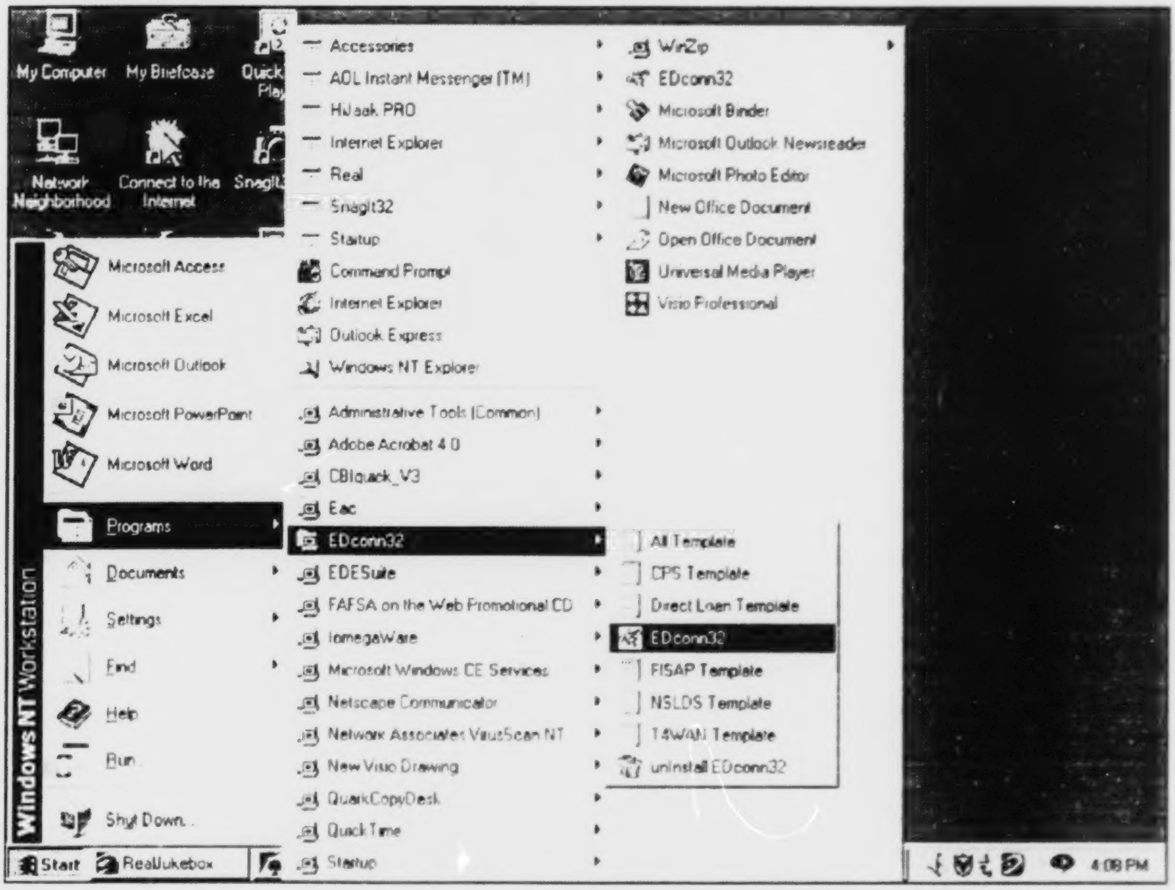
From the taskbar, click ***Start/ Programs***

Then select the ***EDconn32*** *program group and* ***EDconn32***

EDconn32 is the telecommunication software package that you use to send and receive data from the Student Aid Internet Gateway (SAIG).

Typically, schools establish a routine for exporting and transmitting records to the LOC. For example, at the end of your processing day, run the Export command for each type of batch (full origination records, change records, and disbursements). This generates message classes for each export.

The next step is to start Edconn32 and use the Transmit command in Edconn32 to send the data to the network.


My Computer
My Briefcase
Quick Play
Network Neighborhood
Connect to the Internet
SnagIt
Microsoft Access
Microsoft Excel
Microsoft Outlook
Microsoft PowerPoint
Microsoft Word
Programs
Documents
Settings
Find
Help
Run...
Shut Down...
Windows NT Workstation
Start
RealJukebox
Accessories
AOL Instant Messenger (TM)
HiJack PRO
Internet Explorer
Real
SnagIt32
Startup
Command Prompt
Internet Explorer
Outlook Express
Windows NT Explorer
Administrative Tools (Common)
Adobe Acrobat 4.0
CBIquick_V3
Eac
EDconn32
EDESuite
FAFSA on the Web Promotional CD
IomegaWare
Microsoft Windows CE Services
Netscape Communicator
Network Associates VirusScan NT
New Visio Drawing
QuarkCopyDesk
QuickTime
Startup
WinZip
EDconn32
Microsoft Binder
Microsoft Outlook Newsreader
Microsoft Photo Editor
New Office Document
Open Office Document
Universal Media Player
Visio Professional
All Template
CPS Template
Direct Loan Template
EDconn32
FISAP Template
NSLDS Template
T4WAN Template
uninstall EDconn32
4:08 PM

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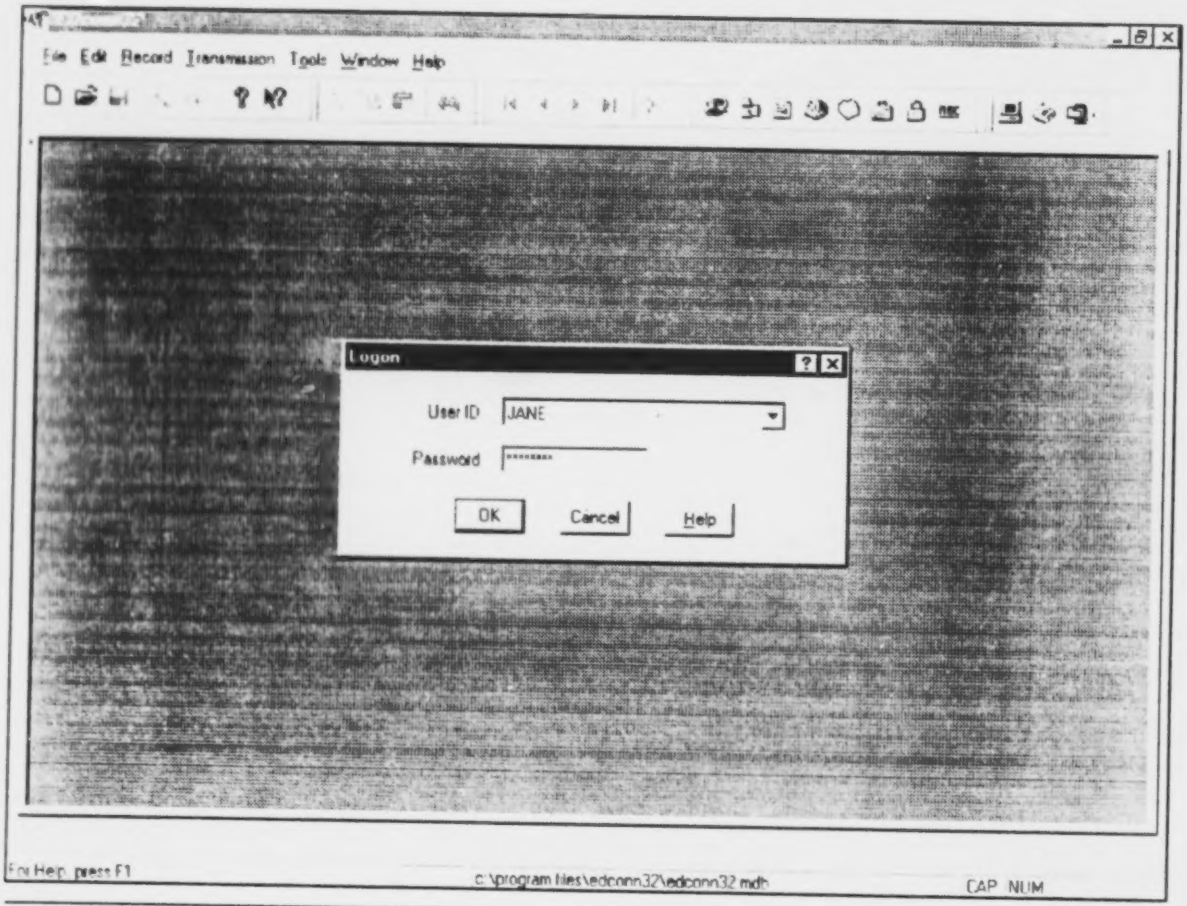
In this lesson we will only focus on specific functions of the software required to transmit and receive data. You need to be aware, however, that before you will be able to use EDconn32 at your school, you will first need to perform some setup functions such as establishing User IDs.

EDconn32 requires a User ID and password

*The User ID in this example is **Jane**, and the password is **JANE123** (all caps)*

*Click **OK** to continue*


File Edit Record Transmission Tools Window Help
Logon
OK
Cancel
Help

User ID: JANE
Password: ********

For Help, press F1
c:\program files\edconn32\edconn32.mdb
CAP NUM

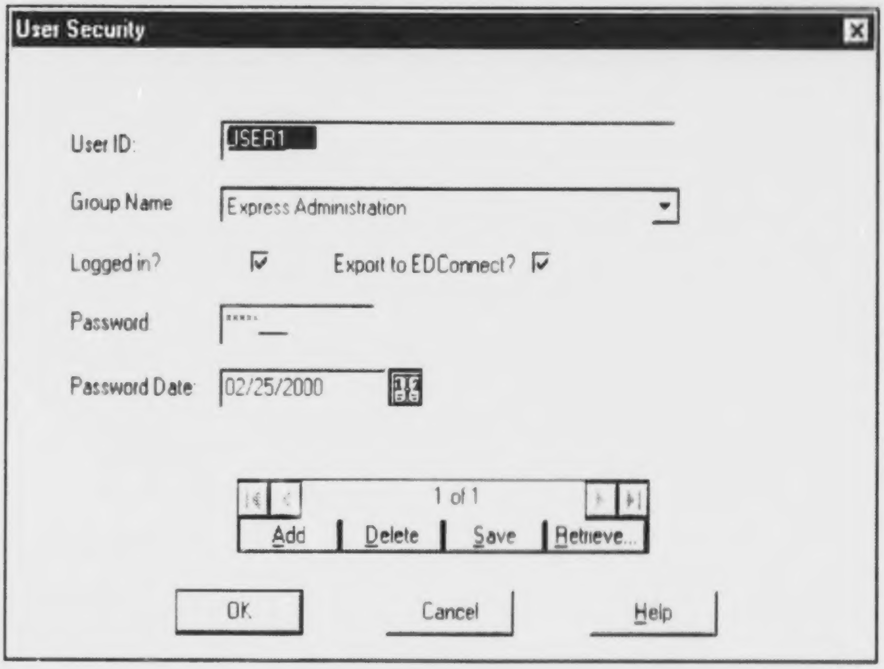
123 BEST COPY AVAILABLE

Adding a record to the Transmission Queue: Automatic

Select ***Tools|Setup|Global|Security Users*** *from the menu*

The Transmission Queue will display two types of records. Send and Request. You can add Send records in a variety of ways. The method we will use is automatic. In order to use the automatic method you must perform two setup functions, one in EDExpress and one in EDconn32.

In EDExpress, the Export to EDconn32 box must be selected in the Security User setup. (See "Getting Started," online training for setup information.)



User ID: USER1

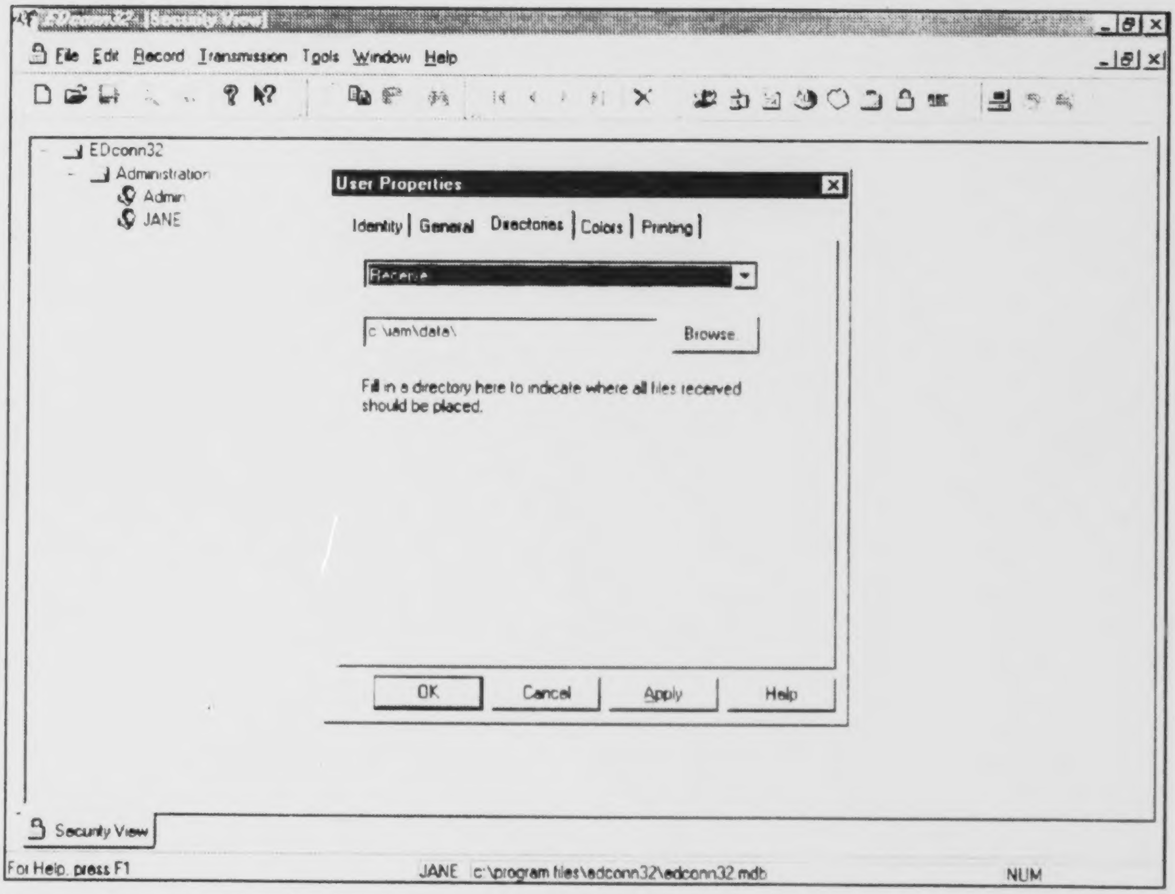
Group Name: Express Administration

Logged in? ☑ Export to EDConnect? ☑

Password: *****

Password Date: 02/25/2000

In EDconn32, you must set the file path for send and receive files


EDconn32 - [Security View]
File Edit Record Transmission Tools Window Help
EDconn32
Administration
Admin
JANE
User Properties
Identity
General
Directories
Colors
Printing
Browse
OK
Cancel
Apply
Help
Security View

Receive

c:\uam\data\

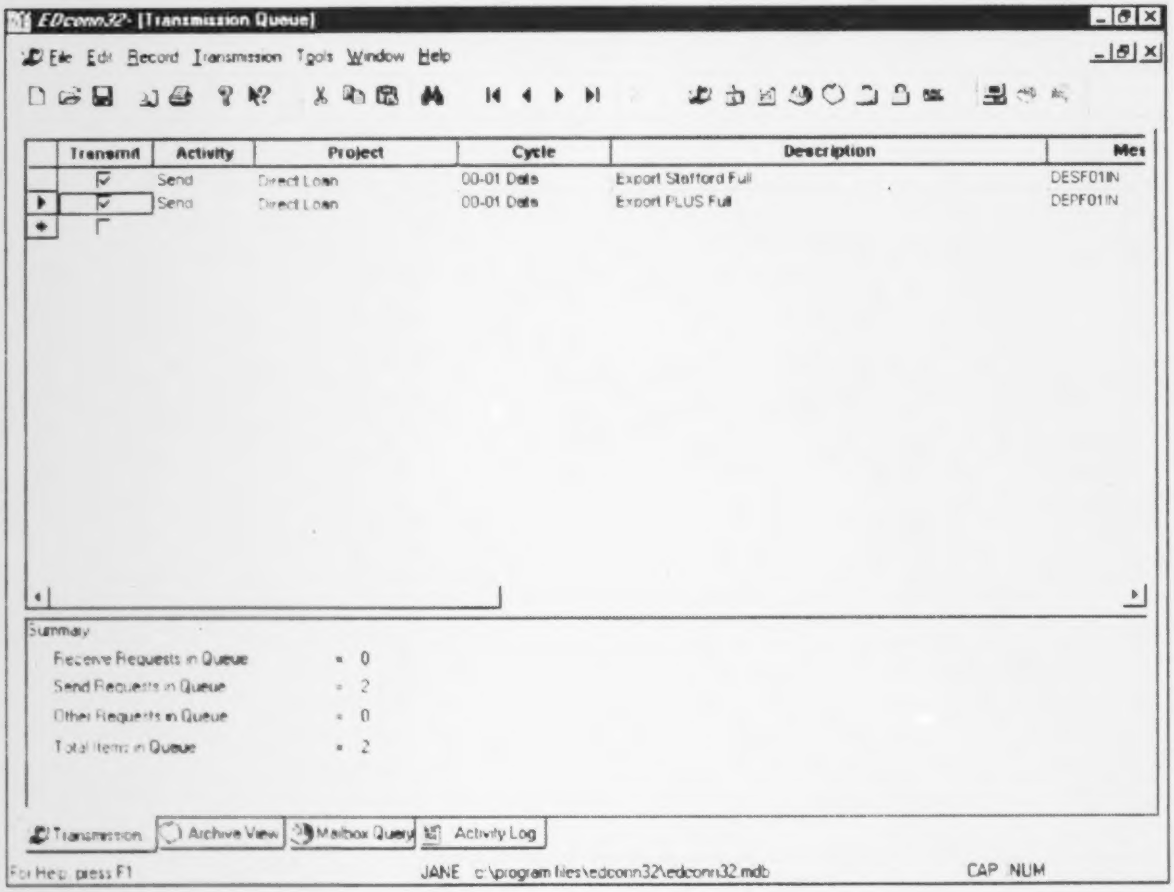
Fill in a directory here to indicate where all files received should be placed.

For Help, press F1 JANE c:\program files\edconn32\edconn32.mdb NUM

*Select **File|Open** and **Transmission Queue***

This example shows two origination batches that were exported from EDExpress and automatically added to the queue

Once each of these is established, each time you export a batch in EDExpress a send record will have been added to the Transmission Queue in EDconn32


EDconn32- [Transmission Queue]
File Edit Record Transmission Tools Window Help
Transmission
Archive View
Mailbox Query
Activity Log
For Help, press F1
JANE c:\program files\edconn32\edconn32.mdb
CAP NUM

Transmit	Activity	Project	Cycle	Description	Mes
☑	Send	Direct Loan	00-01 Data	Export Stafford Full	DESF01IN
☑	Send	Direct Loan	00-01 Data	Export PLUS Full	DEPF01IN
☐					

Summary

Receive Requests in Queue = 0
Send Requests in Queue = 2
Other Requests in Queue = 0
Total Items in Queue = 2

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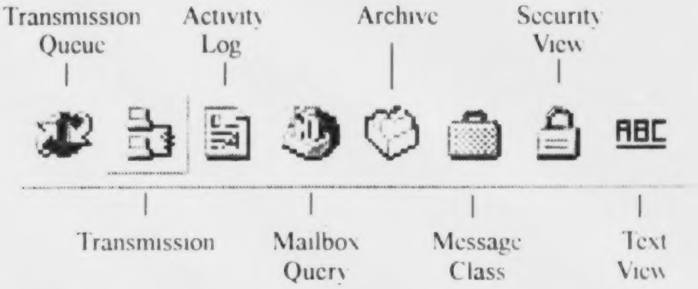
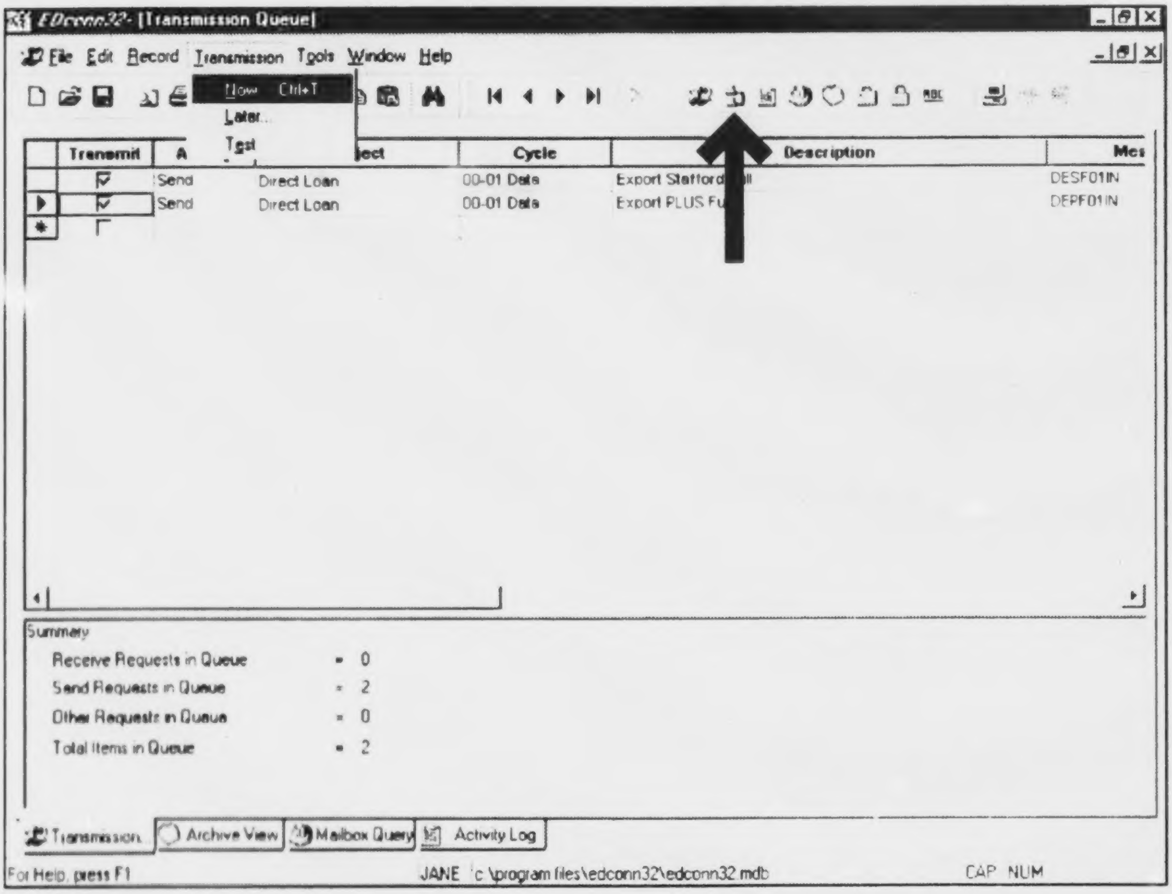
Transmitting

Now that you have added Send records to the Transmission Queue, you are ready to connect to the network. You will use the Transmission Now function to send the data to the network.

*Click the **Transmit** icon on the toolbar or select **Transmission/Now** from the menu.*

EDconn32 Buttons


Transmission Queue
Activity Log
Archive
Security View
ABC
Transmission
Mailbox Query
Message Class
Text View


EDconn32 - [Transmission Queue]
File
Edit
Record
Transmission
Tools
Window
Help
Now Ctrl+T
Later...
Test
ABC
Transmission
Archive View
Mailbox Query
Activity Log

	Transmit	A	ject	Cycle	Description	Mes
	☑	Send	Direct Loan	00-01 Data	Export Stafford ll	DESF01IN
▶	☑	Send	Direct Loan	00-01 Data	Export PLUS Fu	DEPF01IN
*	☐					

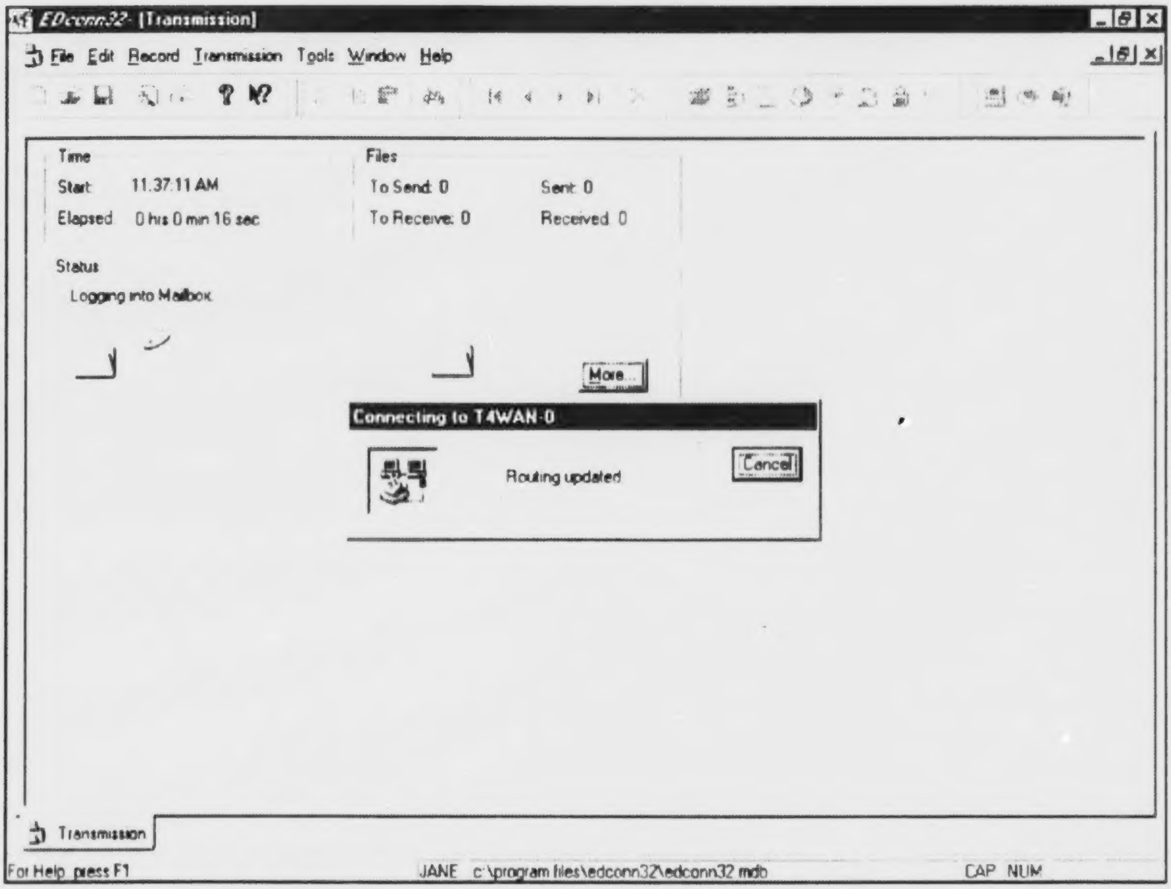
Summary

Receive Requests in Queue = 0
Send Requests in Queue = 2
Other Requests in Queue = 0
Total Items in Queue = 2

For Help, press F1 JANE c:\program files\edconn32\edconn32.mdb CAP NUM

The software is logging into the mailbox

Throughout the transmission information will be displayed in the Status area describing the action being performed


EDconn32 - [Transmission]
File Edit Record Transmission Tools Window Help
More...
Cancel
Transmission

Time
Start: 11:37:11 AM
Elapsed: 0 hrs 0 min 16 sec

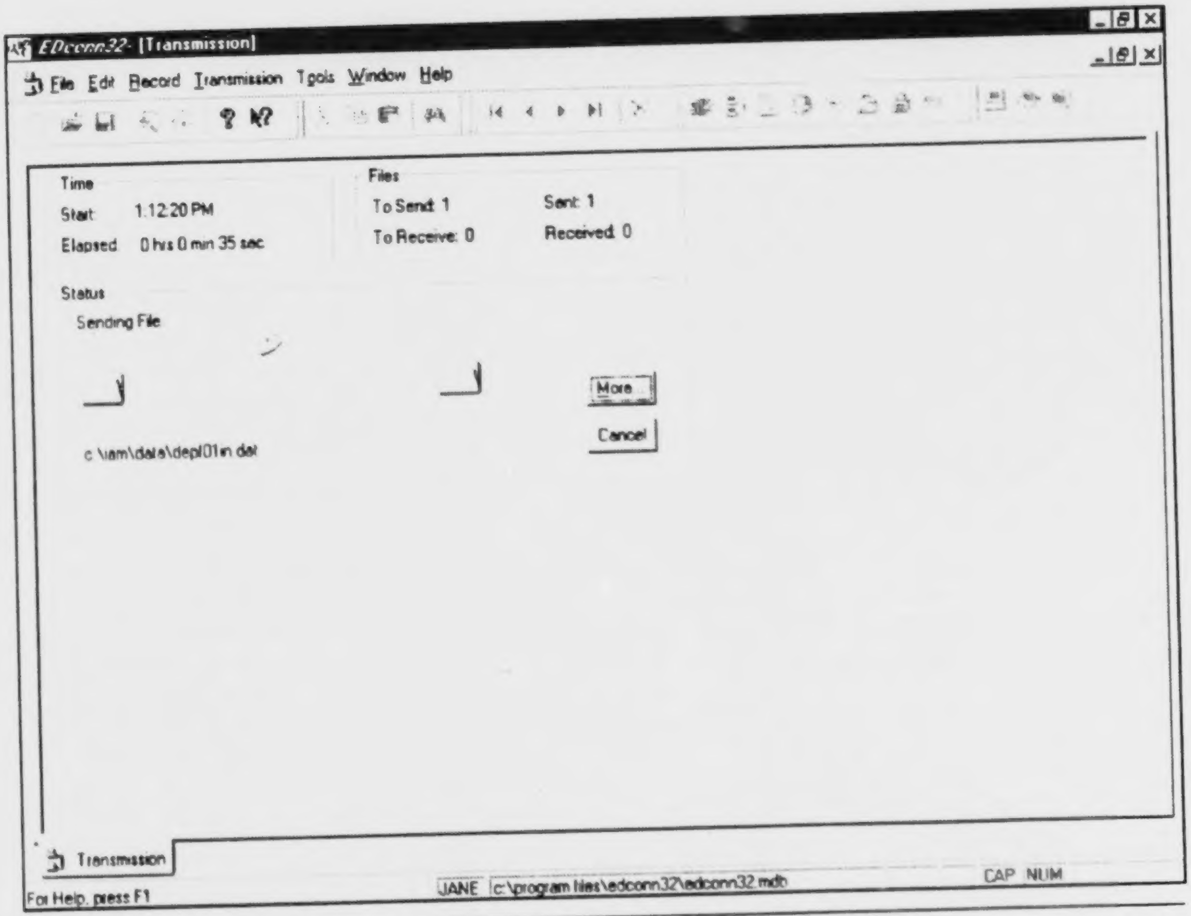
Files
To Send: 0 Sent: 0
To Receive: 0 Received: 0

Status
Logging into Mailbox

Connecting to T4WAN-0
Routing updated

For Help, press F1
JANE c:\program files\edconn32\edconn32.mdb
CAP NUM

The first of the two files have been sent. The second file is in progress.



EDconn32 - [Transmission]

Time
Start: 1:12:20 PM
Elapsed: 0 hrs 0 min 35 sec

Files
To Send: 1
Sent: 1
To Receive: 0
Received: 0

Status
Sending File

c:\iam\data\depl01in.dat

For Help, press F1
JANE
c:\program files\edconn32\edconn32.mdb

File
Edit
Record
Transmission
Tools
Window
Help
More...
Cancel
Transmission
CAP
NUM

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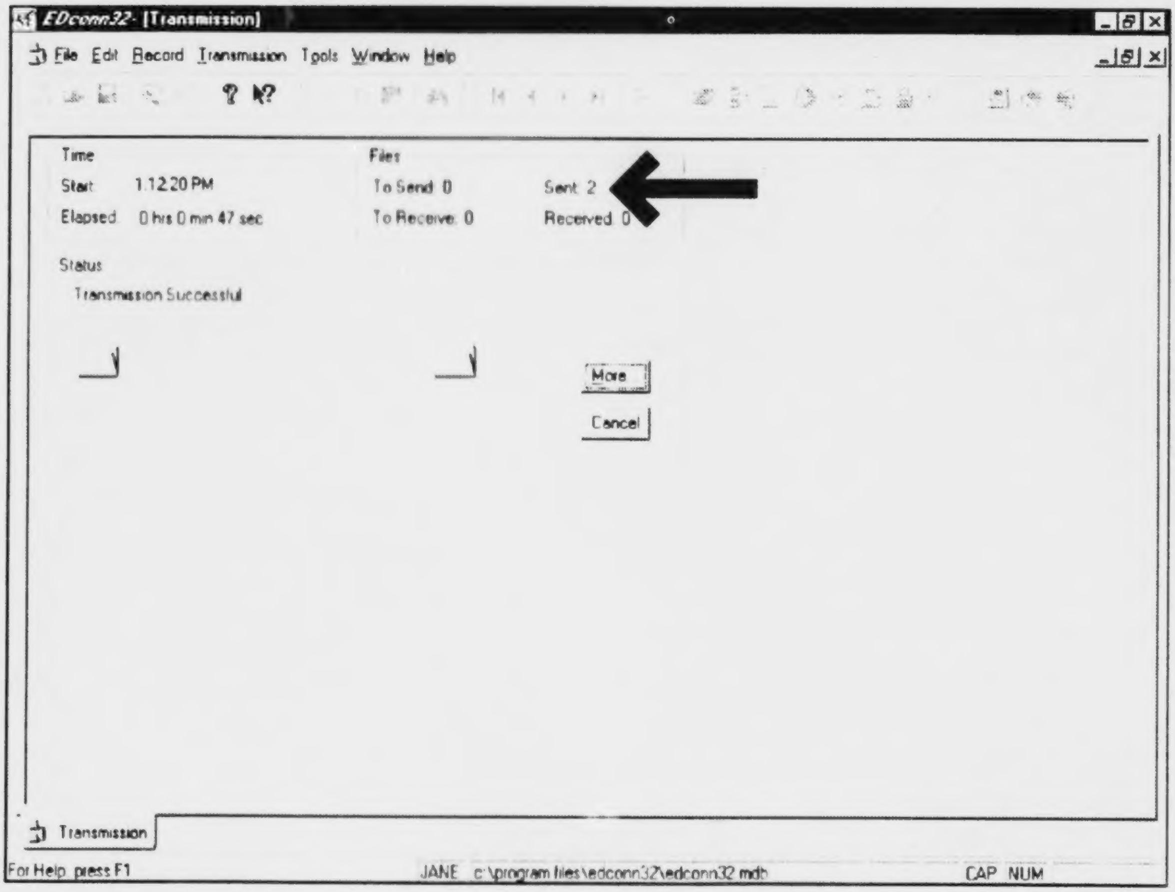
*Click the **Close** button (**X**) to close EDconn32*

The Files area displays the number of files successfully sent and received. Once the transmission is complete, a status of Transmission Successful will be displayed. Click the More button to view more information about what transpired during the transmission.


EDconn32 - [Transmission]
File
Edit
Record
Transmission
Tools
Window
Help
More
Cancel
Transmission

Time
Start: 1:12:20 PM
Elapsed: 0 hrs 0 min 47 sec

Files
To Send: 0
Sent: 2
To Receive: 0
Received: 0

Status
Transmission Successful

For Help, press F1
JANE c:\program files\edconn32\edconn32.mdb
CAP NUM

Methods of Tracking Batches

You know that the transmission was successful, but what if the processor rejected the batch? How can you keep track of all of the batches you transmit to the network? How do you know if you have imported all of the batches you received from the network? You need to keep a processing or tracking log of all your transmission and export/import activities. Three of the methods you can use to accomplish this task are

1. *Paper Processing Log*

Keep a paper processing log such as the one below. The log will clearly show where records are in the process and where they will go next.

EDExpress		**EDconn32**				**EDExpress**	
Batch ID#	Export File Name [Message Class] (Date)	File Transmitted (Initials) ✓	Date Sent	Received File Name [Message Class] (Date)	Date Rec'd	File Imported (Initials) ✓	Date Imported

EDExpress

Batch ID# –This is the identification number assigned to each batch when you export a file in EDExpress. You get this number from the Export Statistics box each time you complete an export or from the Batch Activity Database. Note that the date of this export is contained in the batch ID#.

Export File Name –This is the message class name for your export file. The default name is in the File Name field in the Export dialog box. Example: If file name is C:\IAM\DATA\DEFS01IN.001, write DEFS01IN.001 as the log entry. You should also enter the date of the file name.

EDconn32

File Transmitted–Place a checkmark and initial when you have identified the message class in Edconn32 and successfully transmitted the file. If the file is successfully transmitted, there will be an entry in Edconn32 Activity Log.

Date –The date of successful transmission. This should be the same date found in the Edconn32 Activity Log.

Received File Name–This is the message class name you receive from Edconn32 when you transmit a Receive Request. Any message classes that you successfully receive will be entered in the Edconn32 Activity Log. You should also enter the date the file was created.

Date–Enter the date you received the file from the network.

EDExpress

File Imported – Check this box and initial when you import the received file into EDExpress. Importing this file updates EDExpress with vital information and keeps your records current.

Date – This is the date you imported the file into EDExpress.

Note: A confirmation date is entered in the Batch Activity Database as a part of the import process. A blank field in the confirmation date indicates the file was not imported (with the exception of #A)

2. *Print from EDconn32*

Another way to keep a Processing Log of transmission activity is to print the EDconn32 Activity Log to paper or electronic file

Print the Activity Log in EDconn32 and print the Batch Activity Database in EDExpress. The combination of these two databases should include all of the information you need about when the task was performed and by whom

Note: In Unit 3, Lesson 5, "EDconn32 Activity Log" and Unit 5, Lesson 3, "Print the Activity Log" we will illustrate how EDconn32 Activity Log can assist you when using the print tracking method

3. *Export from EDExpress*

Use the Export function in EDExpress to create a file that includes all of the data from the Batch Activity Database and use the Save As function in EDconn32 to create an archive file of the Activity Log

Lesson 3 Exercise

Scenario:

In your schedule of weekly activities, today is Tuesday, the day to transmit loan origination batches. You will be using a simulation of EDconn32 to complete this task.

Instructions:

1. Open and log in to EDconn32.

Step	Action
1	From the taskbar, click **Start/Programs**. Then select **Edconn32 (Unit 2, Lesson 3-DL)**
2	Type the User ID **Jane** and press the **Tab** key
3	Type the Password **Jane123**
4	Click **OK**
5	Click **OK** to close the Tip of the Day

2. Record your activity in the Transmission Processing Log.

3. Transmit loan origination batches.

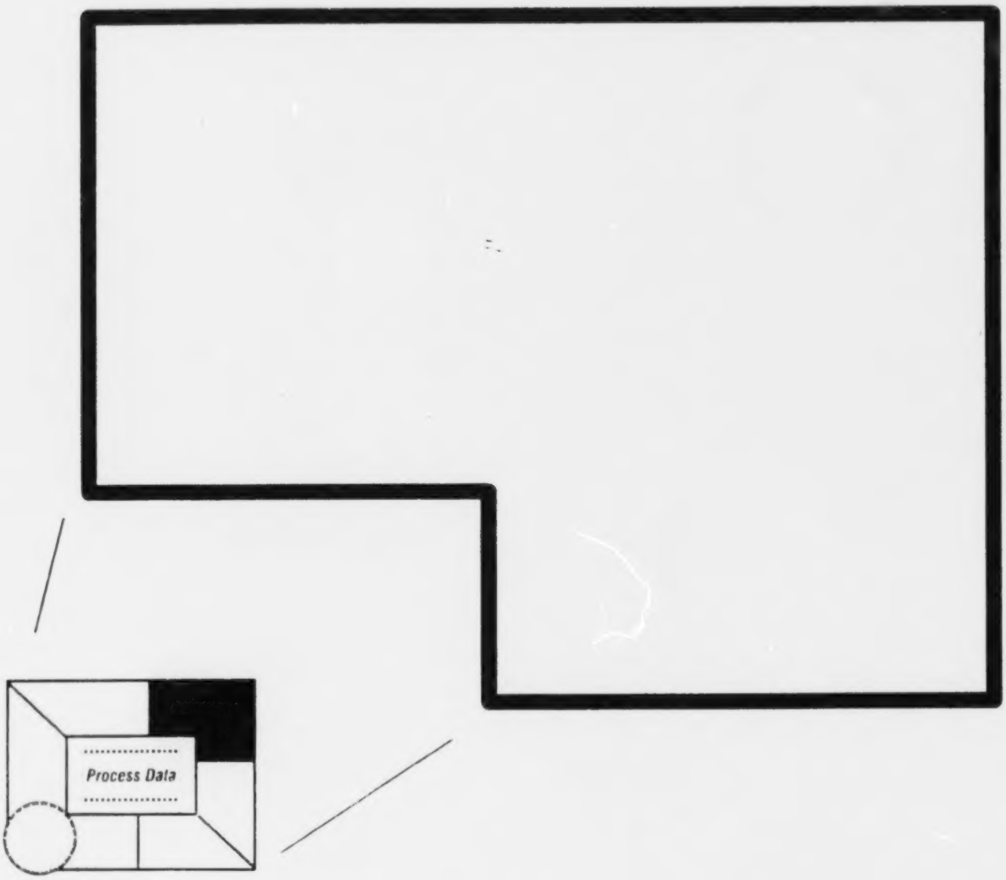
Step	Action
1	Select **Transmission/Now** from the menu
2	When the transmission is complete, click the close box in the top right corner to close the application

Lesson 4 - Process Data

Objectives

At the end of this lesson you should be able to

1. Understand how data is handled by the LOC



LOC Receipt and Processing of Records

The Loan Origination Center

- Verifies the loan origination record for completeness and accuracy,
- Edits and validates loan origination data within one business day,
- Resolves problems with rejected origination records, and
- Stores records until the loan is booked or the record is purged

Turnaround Times

The LOC picks up the electronic message classes from your mailbox at approximately 8 p.m. EST every business day. The following turnaround times apply

Message Class Type	Turnaround time in number of business days
Subsidized and Unsubsidized	3
PLUS	5
Change Record	1
Paper Promissory Note Manifest	3
Disbursement	1

Loan Origination Problem Resolution

Some causes for loan origination record rejection are

- Incomplete demographic information (name, address, alien registration number) for which the school must contact the borrower, or
- Anticipated disbursement inconsistencies (fewer than two, not within loan period, not in date order, or greater than total approved loan amount), or
- Other inconsistent information which the Loan Origination Center must resolve directly with the school

Common DL Error Codes from LOC

- Error Code 52L Invalid date format
- Error Code 26 Maximum loan limit has been exceeded
- Error Code 12L Anticipated disbursement sum is greater than loan amount approved
- Error Code 24 Disbursement amount exceeds the maximum annual loan limit for this borrower at all enrolled schools for equal or overlapping academic years

Note Your instructor will give you a handout describing these errors and how you can resolve them

Lesson 5 - Receive Data

Objectives

At the end of this lesson you should be able to

1. Add a record to the Transmission Queue using manual entry

2. Create a Request to retrieve records from the network mailbox

3. Understand the processing cycle and how to complete it

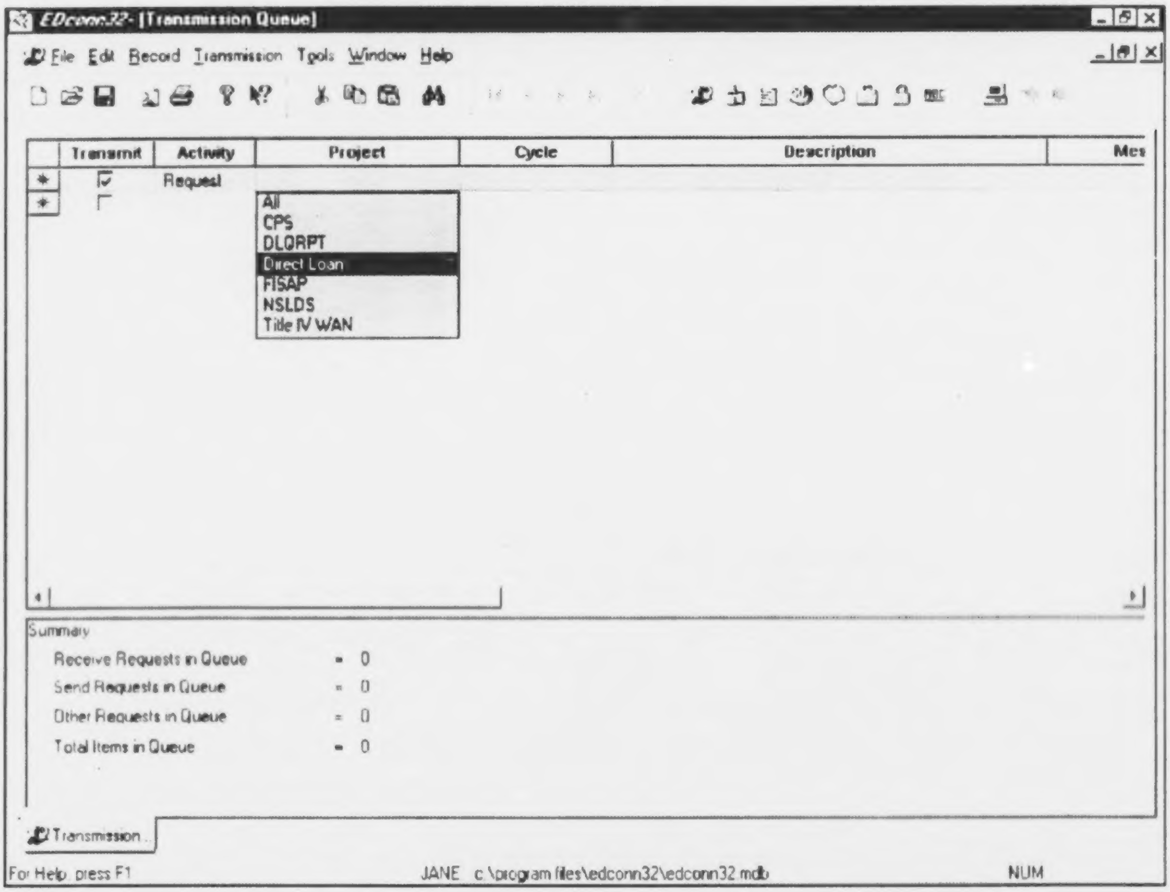
Receive Data

Add a Record using Manual Entry

Click the cell in the Transmit column to add a row.

Click the ***Transmit*** *column box to include this record in the next transmission.*

Another method for adding records to the Transmission Queue is manual entry. This involves making selections in each column of the row or record in the queue. In this example the Transmission Queue is already open. Since you are expecting to receive Origination acknowledgements from the LOC, you will create a request for all LOC data.


EDconn32 - [Transmission Queue]
File Edit Record Transmission Tools Window Help
Transmit
Activity
Project
Cycle
Description
Mes
All
CPS
DLORPT
Direct Loan
FISAP
NSLDS
Title IV WAN
Transmission

	Transmit	Activity	Project	Cycle	Description
*	☑	Request			
*	☐				

Summary

Receive Requests in Queue = 0
Send Requests in Queue = 0
Other Requests in Queue = 0
Total Items in Queue = 0

For Help, press F1   JANE   c:\program files\edconn32\edconn32.mdb   NUM

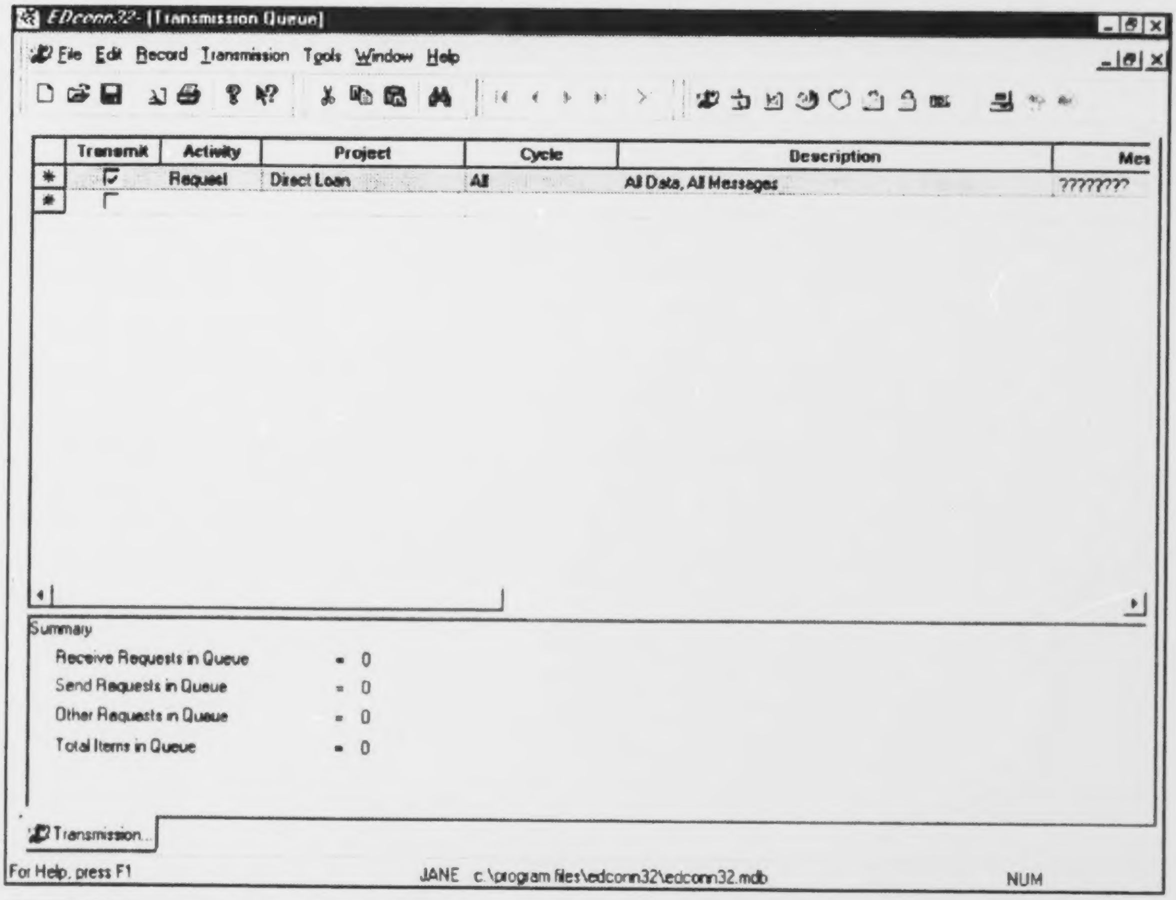
BEST COPY AVAILABLE

The Activity column indicates whether this is a send or request activity

Next, click the Activity column

Select ***Request***

Then click the scroll button to make selections in each column of the row in the queue


EDconn32 - [Transmission Queue]
File Edit Record Transmission Tools Window Help
Transmission...

	Transmit	Activity	Project	Cycle	Description	Mes
*	☑	Request	Direct Loan	All	All Data, All Messages	????????
*	☐					

Summary

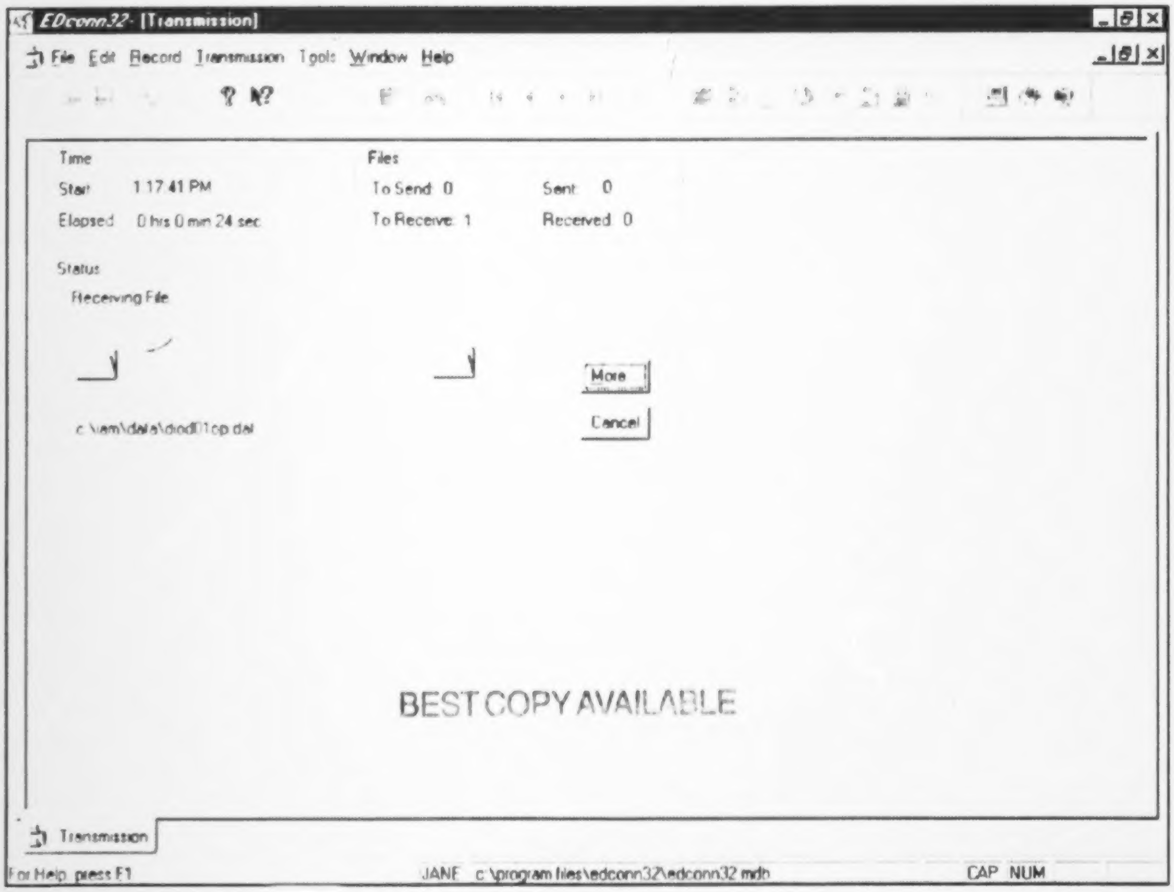
Receive Requests in Queue = 0
Send Requests in Queue = 0
Other Requests in Queue = 0
Total Items in Queue = 0

For Help, press F1 JANE c:\program files\edconn32\edconn32.mdb NUM

Transmit a Request

*Click the **Transmit** button from the menu to begin the transmission*

Once again, you will use the Transmit function to send the request just created. During this transmission, the Files box indicates that there is one file to retrieve from the mailbox.


EDconn32 - [Transmission]
File Edit Record Transmission Tools Window Help
More
Cancel
Transmission
For Help, press F1
CAP NUM

Time

Start 1:17:41 PM

Elapsed 0 hrs 0 min 24 sec

Files

To Send: 0 Sent: 0

To Receive: 1 Received: 0

Status

Receiving File

c:\am\data\diod01cp.dat

JANE c:\program files\edconn32\edconn32.mdb

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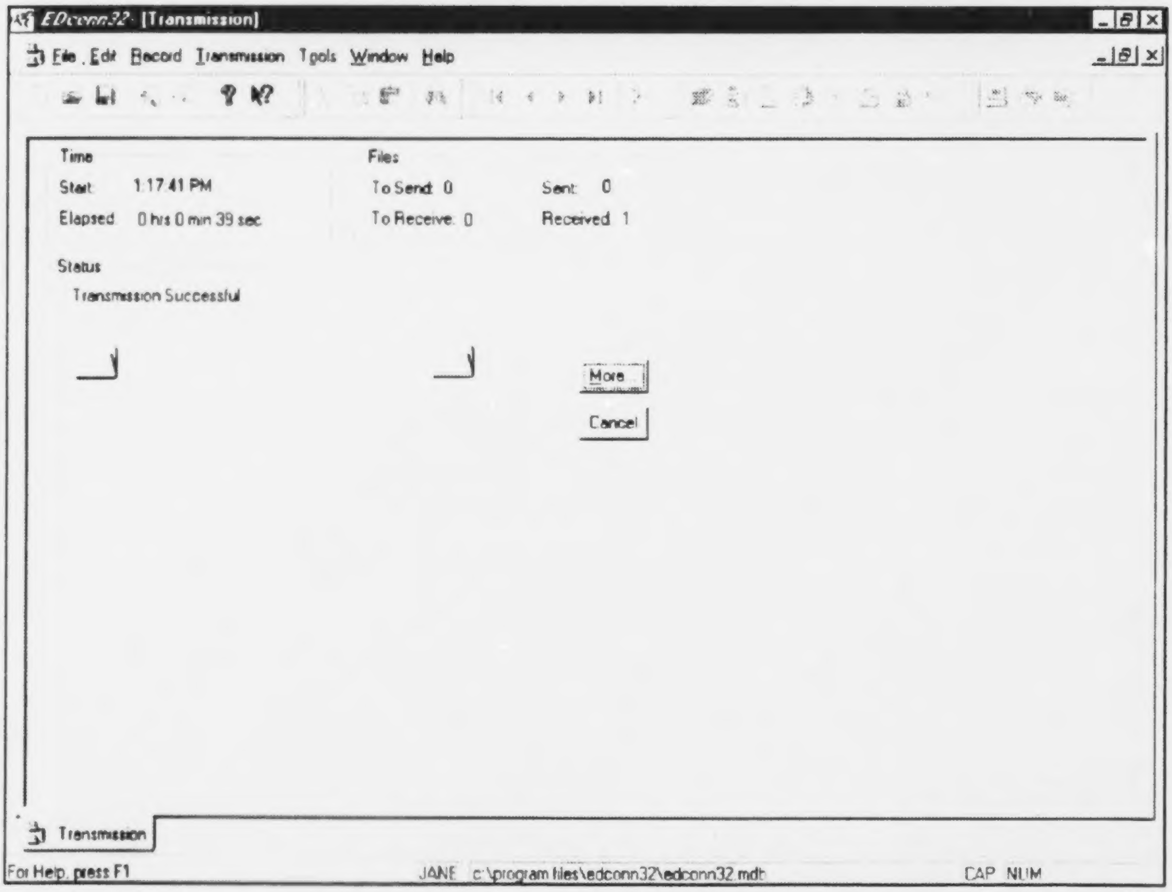
Once the transmission is complete, the Files box indicates the number of files received, and the Status box indicates that the transmission was successful. One file was received during the transmission. You may click on the more button to view files transmitted.

Close EDconn32


EDconn32 · [Transmission]
File
Edit
Record
Transmission
Tools
Window
Help
More
Cancel
Transmission

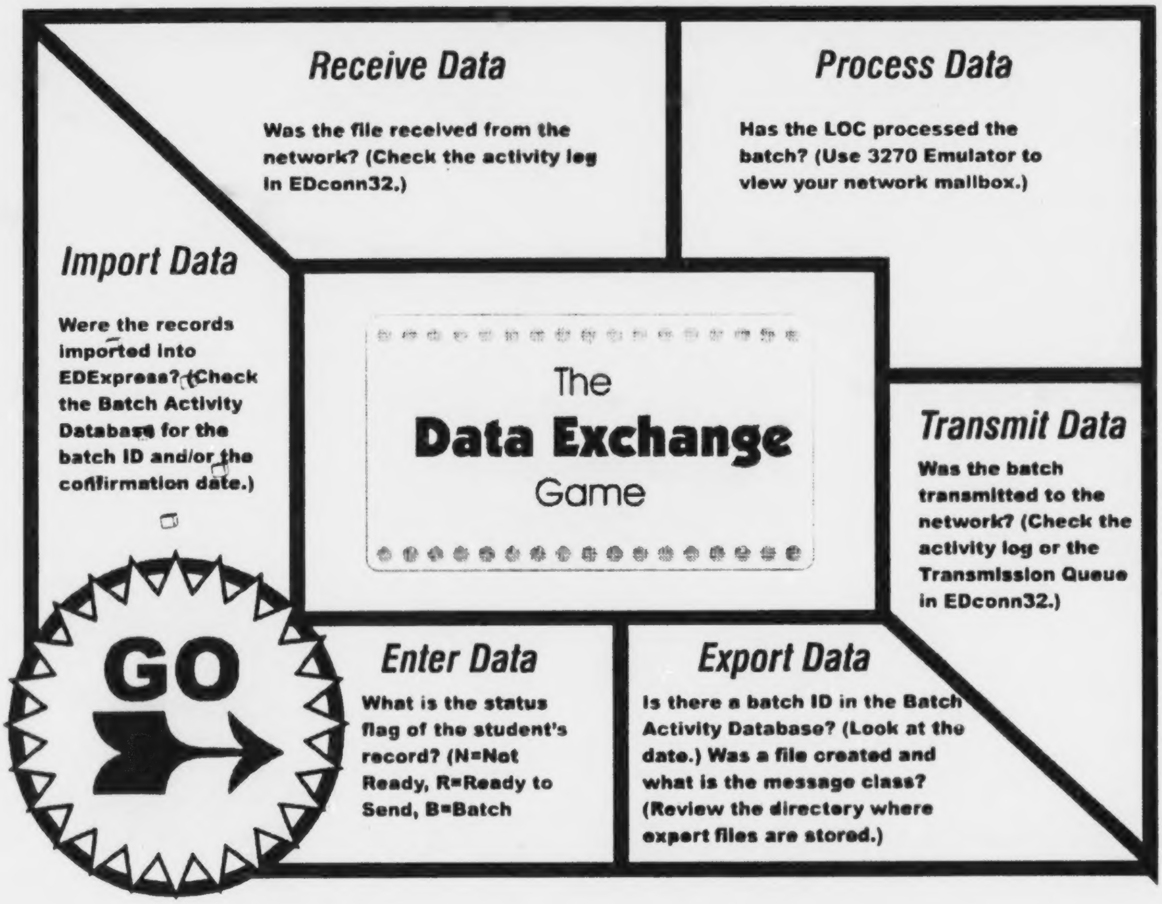
Time
Start 1:17:41 PM
Elapsed 0 hrs 0 min 39 sec

Files
To Send 0
Sent 0
To Receive 0
Received 1

Status
Transmission Successful

For Help, press F1
JANE c:\program files\edconn32\edconn32.mdb
CAP NUM

Where to Look When Things Don't Happen



Receive Data

Was the file received from the network? (Check the activity log in EDconn32.)

Process Data

Has the LOC processed the batch? (Use 3270 Emulator to view your network mailbox.)

Import Data

Were the records imported into EDExpress? (Check the Batch Activity Database for the batch ID and/or the confirmation date.)

The **Data Exchange** Game

Transmit Data

Was the batch transmitted to the network? (Check the activity log or the Transmission Queue in EDconn32.)

Enter Data

What is the status flag of the student's record? (N=Not Ready, R=Ready to Send, B=Batch

Export Data

Is there a batch ID in the Batch Activity Database? (Look at the date.) Was a file created and what is the message class? (Review the directory where export files are stored.)

Lesson 5 Exercise

Scenario:

Today is Wednesday. Just to make sure that you have retrieved all of the batches from your mailbox, you need to send a request for all Direct Loan data for 2000-2001. You will be using a simulation of EDconn32 to complete this task.

Instructions:

1. Open and log in to EDconn32.

Step	Action
1	From the taskbar, click **Start/Programs**. Then select the **Edconn32 (Unit 2, Lesson 5-DL)**
2	Type the User ID: **Jane**
3	Type the Password: **Jane123**
4	Click **OK**
5	Click **OK** to close the Tip of the Day

2. Add a record to the Transmission Queue using manual entry for 2000-2001 Direct Loan data.

Step	Action
1	Click the **Transmission Queue** button
2	Check the **Transmit** box
3	Select **Request** as the Activity
4	Select **Direct Loan** as the Project
5	Select **All** as the Cycle
6	Select the Description, **All Data, All Messages**
7	Click the **Message** box

3. Transmit the request.

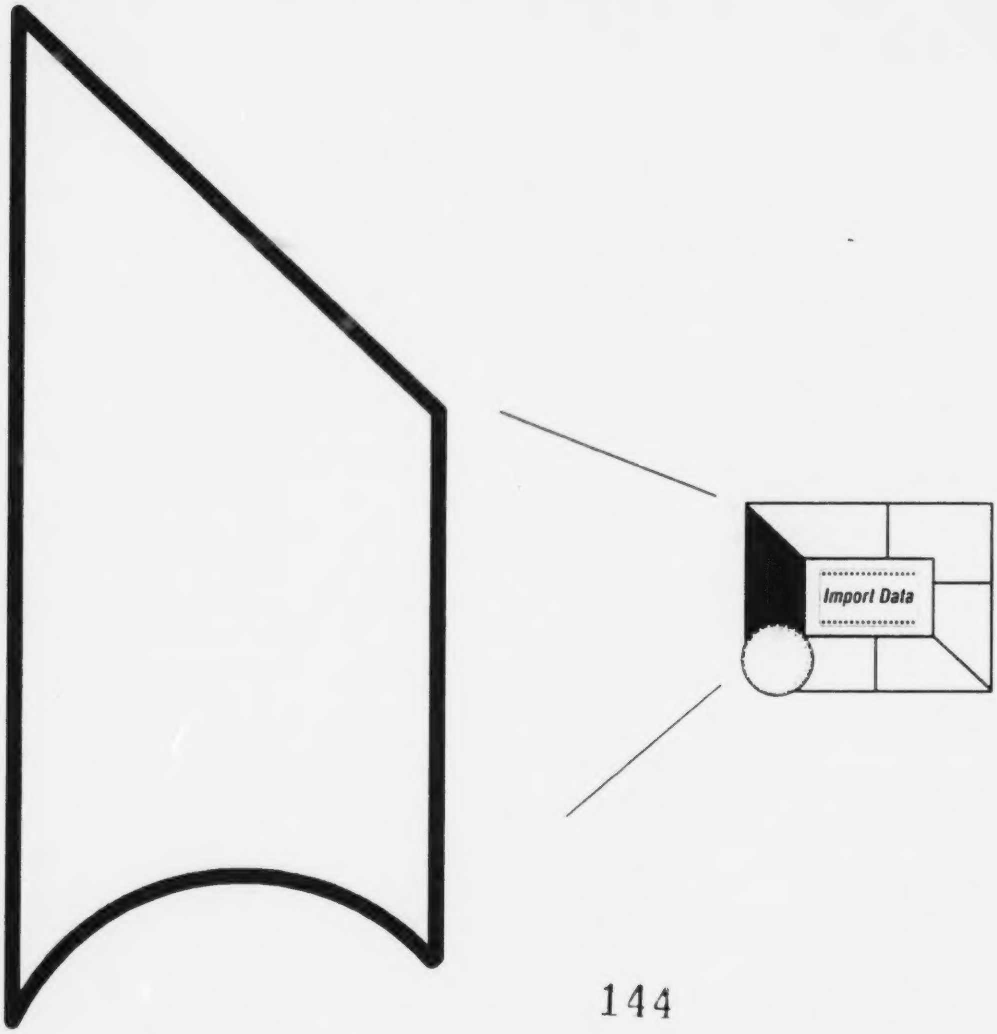
4. Close EDconn32 using the close button in the top right corner.

Lesson 6 – Import Data

Objectives

At the end of this lesson you should be able to

1. Use the import function to import loan acknowledgements from the LOC
2. Review the record status flags updated as a result of the import
3. Understand the PLUS credit decision process and ways to manage it
4. Identify when a change record is needed
5. Determine when and how to inactivate a loan



Importing Acknowledgements in EDExpress

Acknowledgements update your database with LOC decisions. In some cases, you must have an acceptance to continue processing the loan record. In these cases, you must resolve and resubmit rejected data.

You import each available acknowledgement message class you receive into EDExpress with the Import command from the File menu. You must perform an Import for each message class that you wish to import.

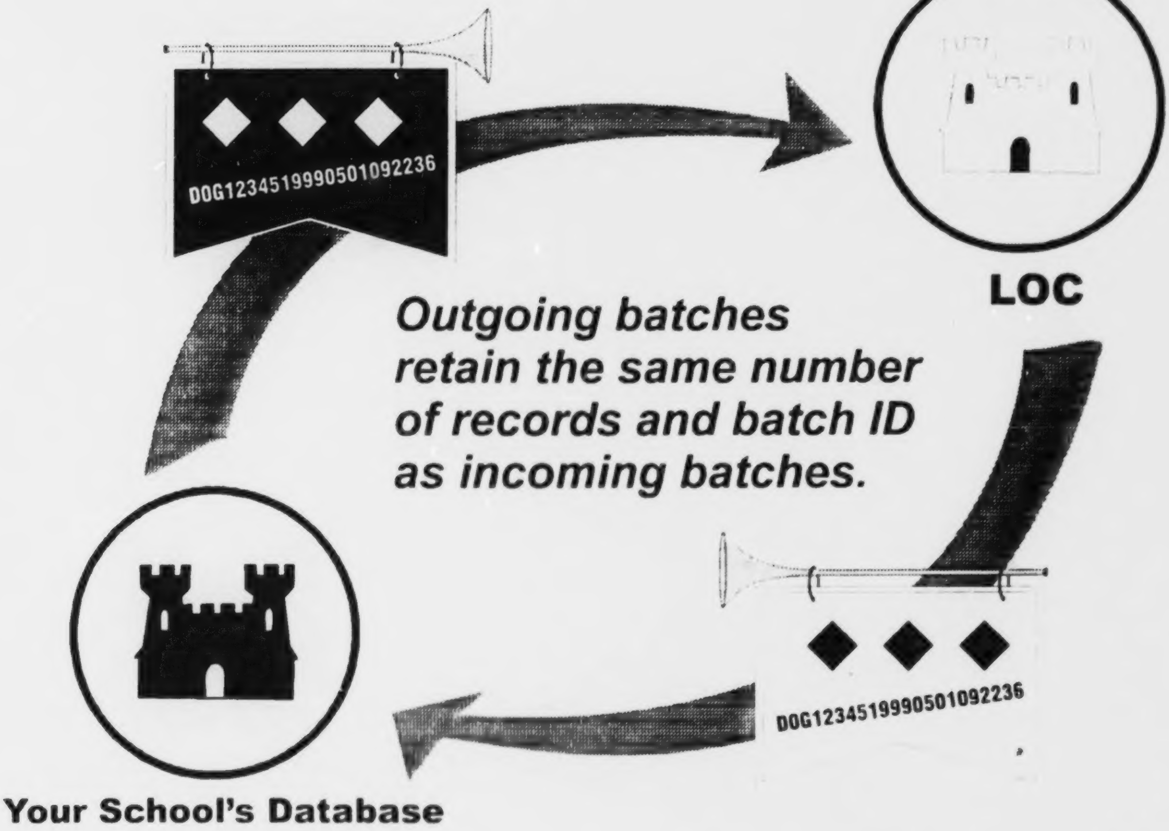
What Happens When You Import

Three important events take place when you run the Import command for an acknowledgement.

1. **Batch Activity Update**—The batch activity database is updated with a confirmation date.
2. **Status Flags**—Each record associated with the acknowledgement is updated to reflect its acceptance (A) or rejection (E) by the LOC.
3. **Acknowledgement Report**—An acknowledgement report is generated that displays the corresponding batch ID and details any rejections. You should keep these reports to help you track down and resolve any rejects.

Loan Origination Batch Integrity

For each batch of loan origination records you send to the LOC, you receive one acknowledgement file. This file contains codes that reject or accept the individual records in the batch. For example, if you send ten full origination records to the LOC, you will receive an acknowledgement file that accepts or rejects each of the ten records in the export batch. If you export two batches containing five records each, you must import two acknowledgement files. The LOC's return of information on records in the same batches in which they were received is called batch integrity.


DOG1234519990501092236
LOC
Outgoing batches retain the same number of records and batch ID as incoming batches.
DOG1234519990501092236
Your School's Database

Importing Full Origination Acknowledgements

Now that you have recorded an acknowledgement file from the LOC, you need to import the batch into EDExpress

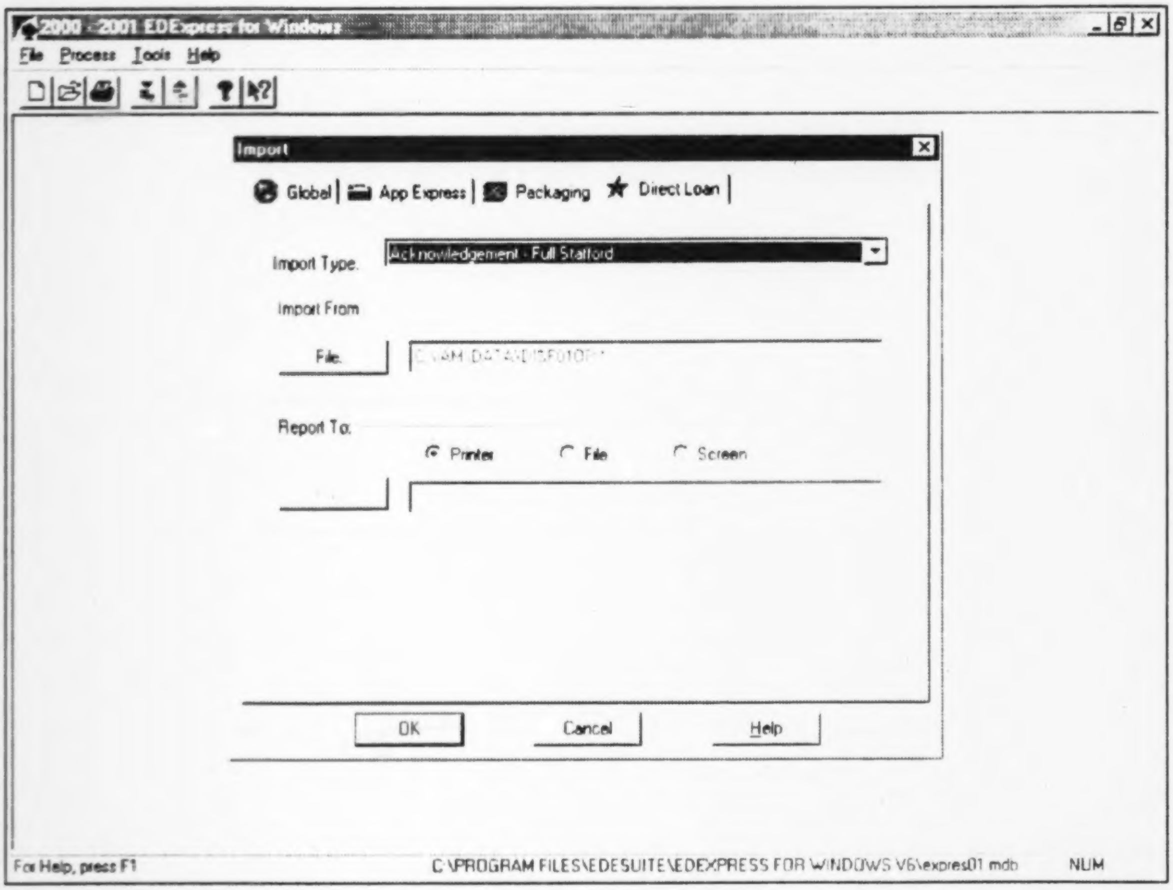
Once you have selected the desired Import type in the Import Dialogue box, you must identify the specific file. The "Import From" field displays the path and generic filename (C:\IAM\DATA\DISF01OP.*) for the import file type you selected

Use the File button to display a list of all files that match the file type. Each file is uniquely identified by the number in the three character file name suffix. The files are assigned the suffix in this order: dat, 001, 002, 003, etc

*Select **File/Import** from the menu bar*

*Select as your import type **Acknowledgement - Full Stafford**.*

*Click the **Import From File** button*


2000 - 2001 EDExpress for Windows
File Process Tools Help
Import
Global | App Express | Packaging | Direct Loan
File...
OK
Cancel
Help

Import Type: Acknowledgement - Full Stafford

Import From: C:\IAM\DATA\DISF01OP.*

Report To: ● Printer ○ File ○ Screen

For Help, press F1 C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb NUM

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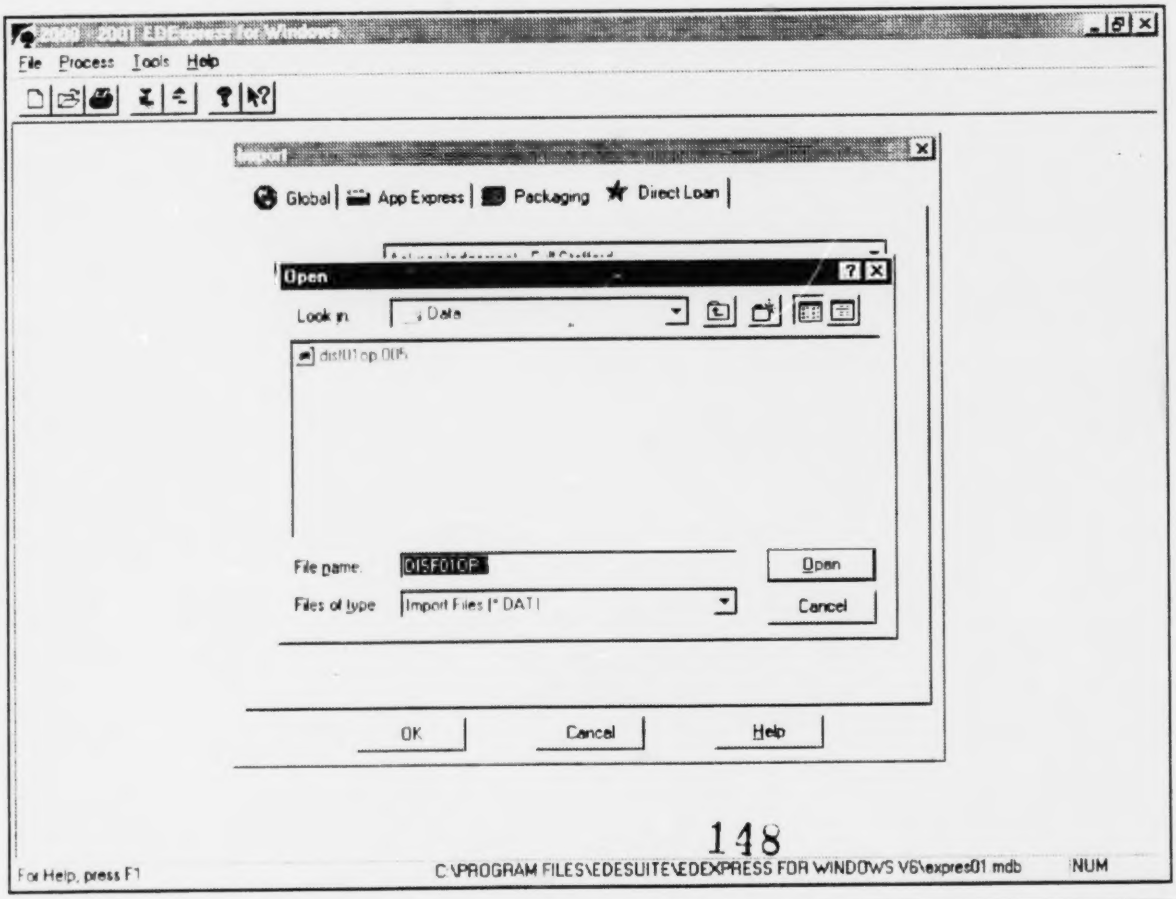
Select the import file ***DISF01OP.005****.*

Click ***Open***


2000 - 2001 EDExpress for Windows
File
Process
Tools
Help
Import
Global
App Express
Packaging
Direct Loan
Open
?
Open
Cancel
OK
Cancel
Help

Look in: Data

disf01op.005

File name: DISF01OP

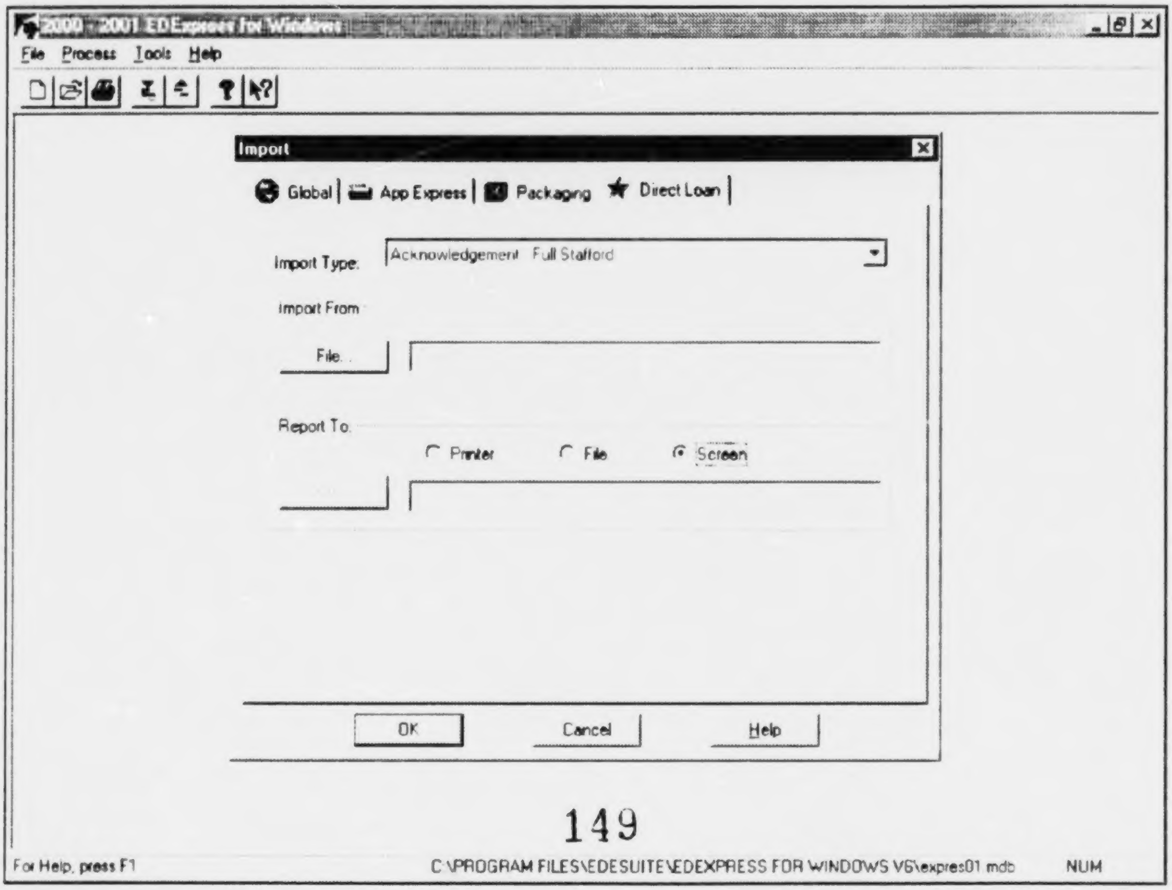
Files of type: Import Files (*.DAT)

For Help, press F1

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb NUM

Click ***Screen*** *to route the edit report to the screen*

Click ***OK***


2000 - 2001 EDExpress for Windows
File Process Tools Help
Import
Global
App Express
Packaging
Direct Loan
File...
OK
Cancel
Help
For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb
NUM

Import Type: Acknowledgement Full Stafford

Import From

Report To:

○ Printer ○ File ● Screen

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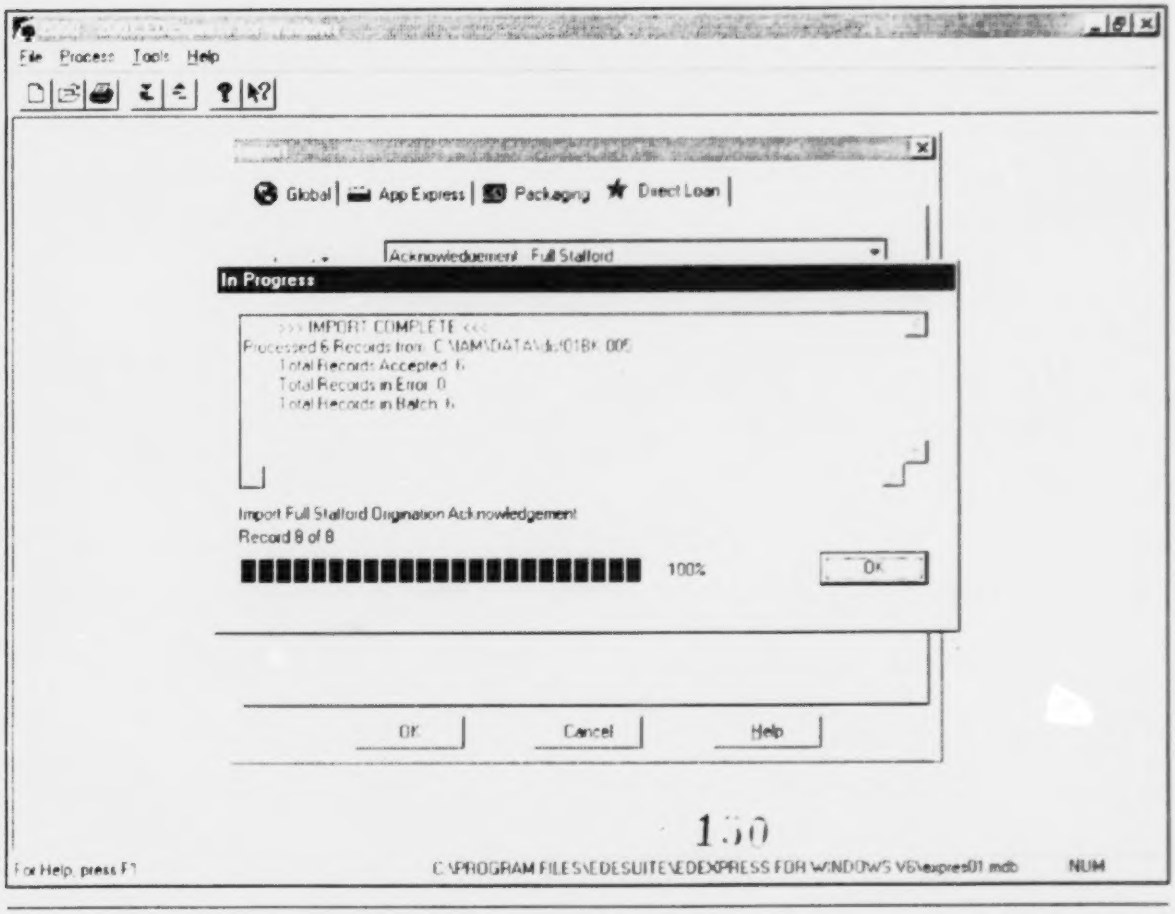
Click **OK**

The statistics dialog box shows where the records were processed from, the total number of records that were accepted, in error, and in the batch.


File
Process
Tools
Help
Global
App Express
Packaging
Direct Loan
Acknowledgement Full Stafford
In Progress
100%
OK
OK
Cancel
Help
NUM

```
    >>> IMPORT COMPLETE <<<
Processed 6 Records from C:\AM\DATA\dc!01BK.005
    Total Records Accepted: 6
    Total Records in Error: 0
    Total Records in Batch: 6
```

Import Full Stafford Origination Acknowledgement
Record 8 of 8

For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb

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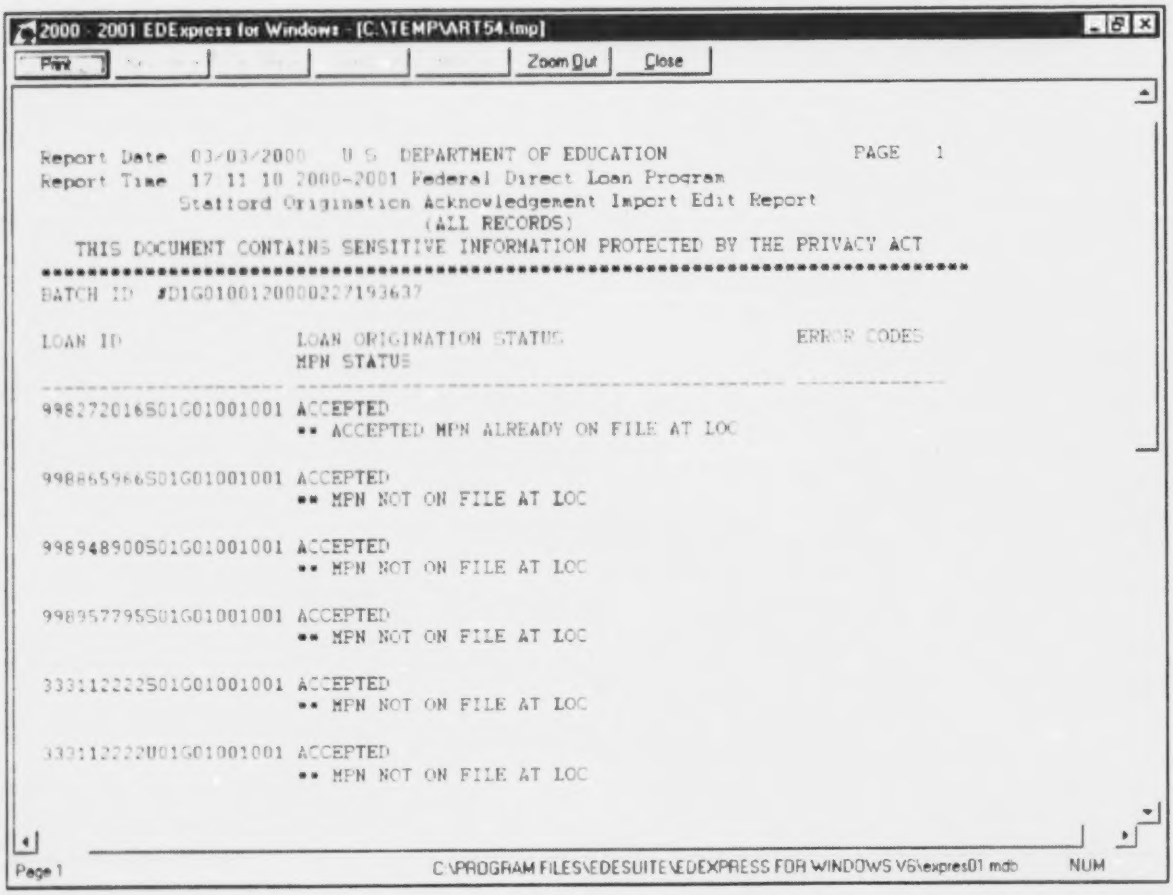
The import acknowledgement report is displayed

Importing the loan origination acknowledgement updates the Master Prom Note Status field

Note: The batch ID at the top of the report. It is recommended you make an entry in the import column of your processing log.


2000 - 2001 EDExpress for Windows - [C:\TEMP\ART54.tmp]
Print
Zoom Out
Close
Page 1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb
NUM

```
Report Date  03/03/2000   U S  DEPARTMENT OF EDUCATION              PAGE   1
Report Time  17 11 10 2000-2001 Federal Direct Loan Program
           Stafford Origination Acknowledgement Import Edit Report
                                (ALL RECORDS)
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*******************************************************************************
BATCH ID  #D1G0100120000227193637

LOAN ID               LOAN ORIGINATION STATUS                    ERROR CODES
                      MPN STATUS
--------------------- ------------------------------------------ ------------
998272016S01G01001001 ACCEPTED
                      ** ACCEPTED MPN ALREADY ON FILE AT LOC

998865966S01G01001001 ACCEPTED
                      ** MPN NOT ON FILE AT LOC

998948900S01G01001001 ACCEPTED
                      ** MPN NOT ON FILE AT LOC

998957795S01G01001001 ACCEPTED
                      ** MPN NOT ON FILE AT LOC

333112222S01G01001001 ACCEPTED
                      ** MPN NOT ON FILE AT LOC

333112222U01G01001001 ACCEPTED
                      ** MPN NOT ON FILE AT LOC
```

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Reviewing Acknowledgement Updates

When you view a loan record included in the batch you are working with, the Loan Origination Status and the Master Prom Note Status fields have been updated

*Status = **A** (accepted)*

*MPN Status = **P (Not** on File)*

Review the record

When the Stafford loan was created, we indicated that the MPN already existed. The Origination acknowledgement indicated that the LOC does not have a MPN. A prom note must be printed for this record.

Master Promissory Note Status

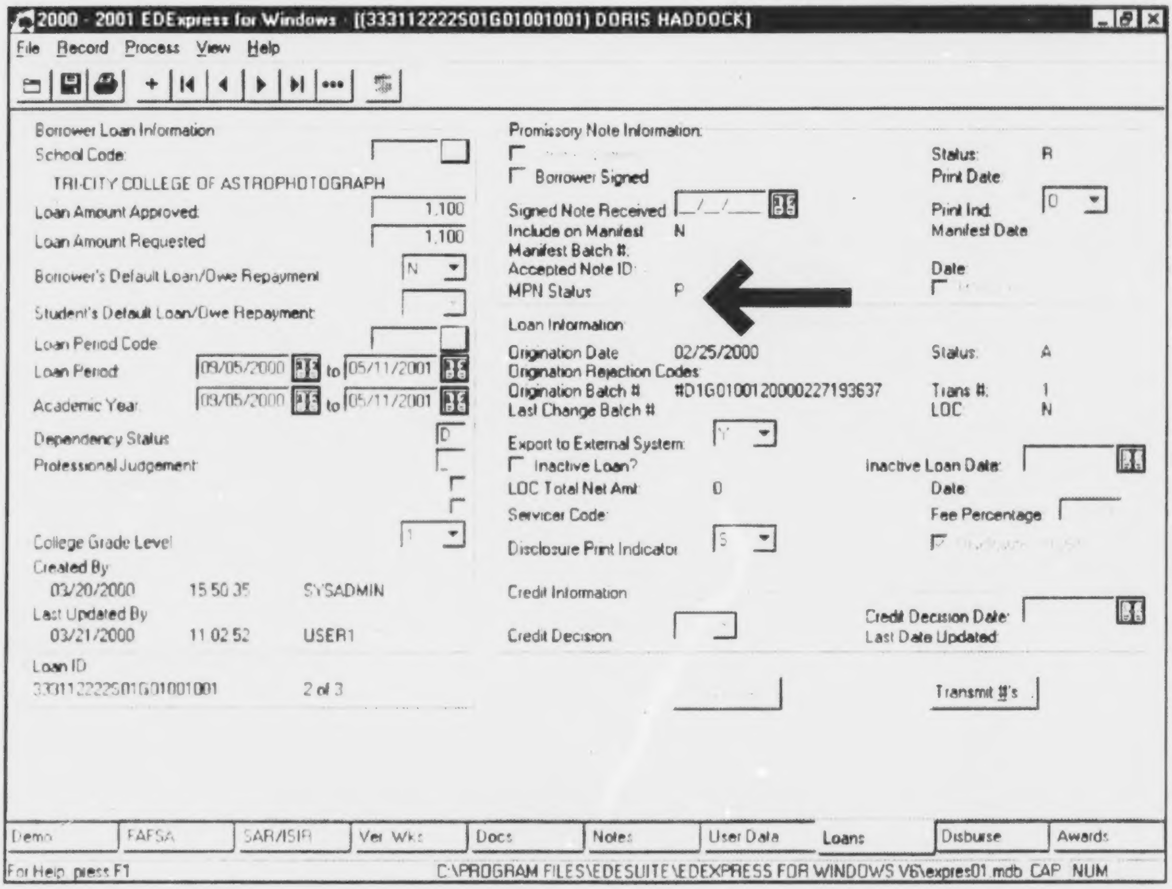
A - Accepted Master Prom Note

P - Master Prom Note not on file

I - Inactive Master Prom Note

C - Closed Master Prom Not

X - Accepted Master Prom Note pending origination



Borrower Loan Information
School Code:
TRI-CITY COLLEGE OF ASTROPHOTOGRAPH
Loan Amount Approved: 1,100
Loan Amount Requested: 1,100
Borrower's Default Loan/Owe Repayment: N
Student's Default Loan/Owe Repayment:
Loan Period Code:
Loan Period: 09/05/2000 to 05/11/2001
Academic Year: 09/05/2000 to 05/11/2001
Dependency Status: D
Professional Judgement:
College Grade Level: 1
Created By
03/20/2000 15 50 35 SYSADMIN
Last Updated By
03/21/2000 11 02 52 USER1
Loan ID
333112222S01G01001001 2 of 3

Promissory Note Information:
☐
☐ Borrower Signed
Signed Note Received: __/__/____
Include on Manifest: N
Manifest Batch #:
Accepted Note ID:
MPN Status: P
Status: R
Print Date:
Print Ind: 0
Manifest Date:
Date:
☐

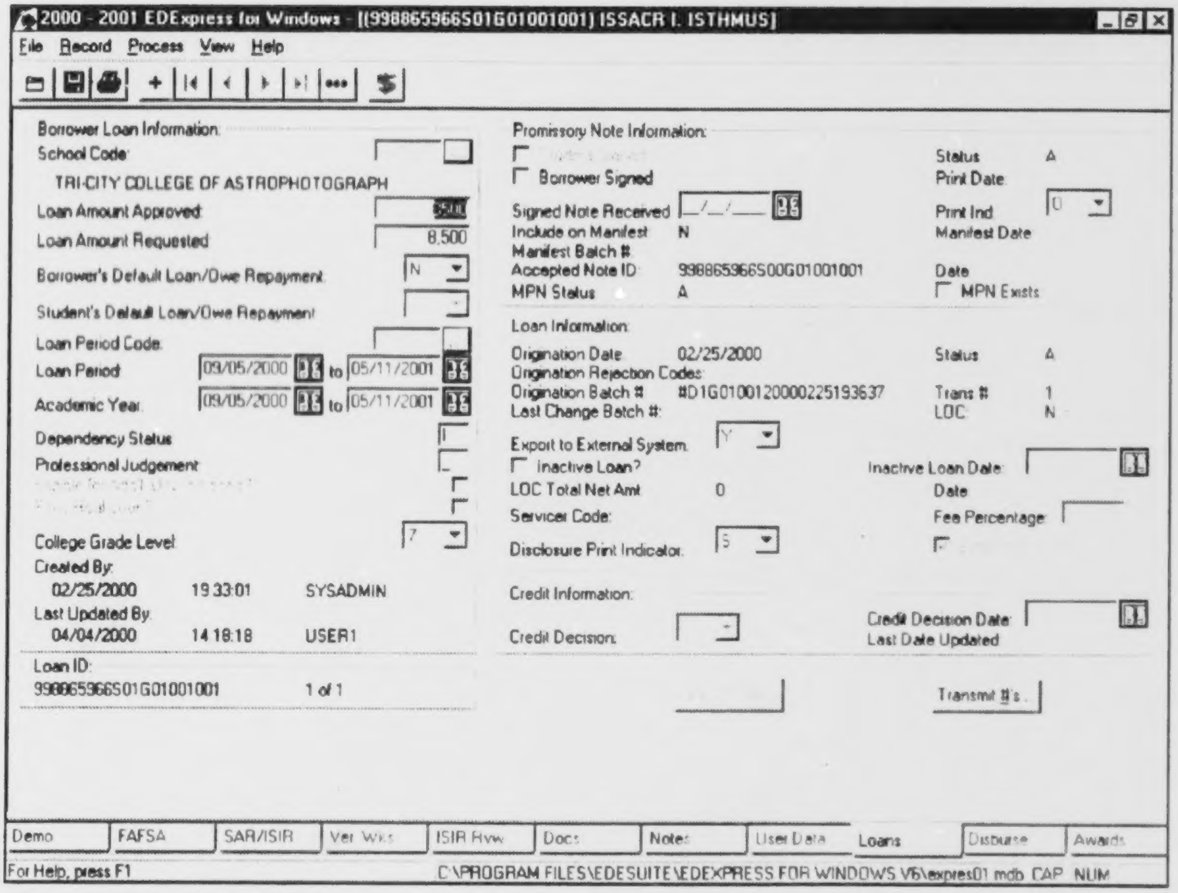
Loan Information:
Origination Date: 02/25/2000
Origination Rejection Codes:
Origination Batch #: #D1G01001 20000227193637
Last Change Batch #:
Status: A
Trans #: 1
LOC: N
Export to External System: Y
☐ Inactive Loan?
Inactive Loan Date:
LOC Total Net Amt: 0
Date:
Servicer Code:
Fee Percentage:
Disclosure Print Indicator: S
☑

Credit Information
Credit Decision:
Credit Decision Date:
Last Date Updated:

For Help, press F1 C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb CAP NUM

BEST COPY AVAILABLE

The origination acknowledgement updates the MPN Status flag for this record, indicating that an MPN is already on file at the LOC


2000 - 2001 EDExpress for Windows - [(998865966S01G01001001) ISSACR I. ISTHMUS]
File
Record
Process
View
Help
Transmit #'s...
Demo
FAFSA
SAR/ISIR
Ver Wks
ISIR Rvw
Docs
Notes
User Data
Loans
Disburse
Awards

Borrower Loan Information:
School Code:
TRI-CITY COLLEGE OF ASTROPHOTOGRAPH
Loan Amount Approved: 8500
Loan Amount Requested: 8,500
Borrower's Default Loan/Owe Repayment: N
Student's Default Loan/Owe Repayment:
Loan Period Code:
Loan Period: 09/05/2000 to 05/11/2001
Academic Year: 09/05/2000 to 05/11/2001
Dependency Status: I
Professional Judgement:
College Grade Level: 7
Created By:
02/25/2000 19:33:01 SYSADMIN
Last Updated By:
04/04/2000 14:18:18 USER1
Loan ID:
998865966S01G01001001 1 of 1

Promissory Note Information:
☐ Borrower Signed
Signed Note Received: __/__/____
Include on Manifest: N
Manifest Batch #:
Accepted Note ID: 998865966S00G01001001
MPN Status: A
Status: A
Print Date:
Print Ind: 0
Manifest Date:
Date:
☐ MPN Exists

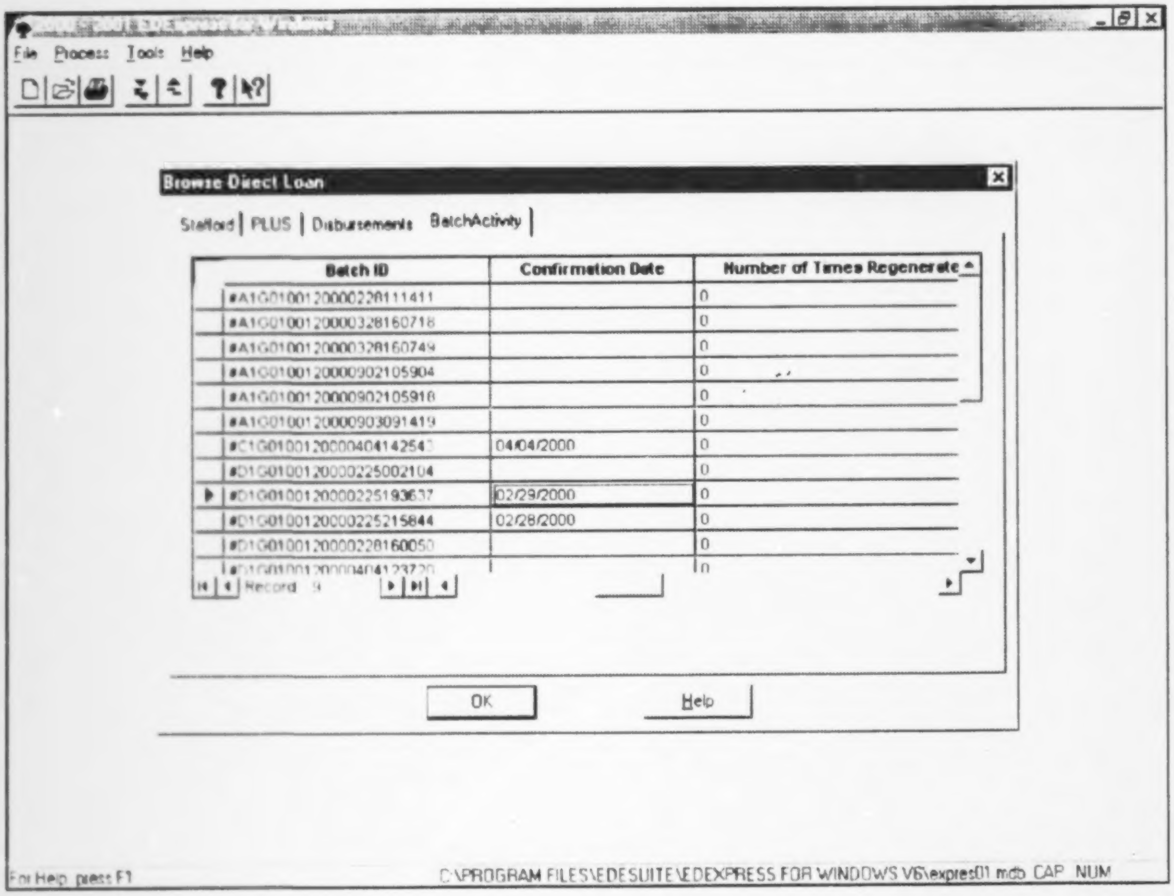
Loan Information:
Origination Date: 02/25/2000
Origination Rejection Codes:
Origination Batch #: #D1G0100120000225193637
Last Change Batch #:
Status: A
Trans #: 1
LOC: N
Export to External System: Y
☐ Inactive Loan?
Inactive Loan Date:
LOC Total Net Amt: 0
Date:
Servicer Code:
Fee Percentage:
Disclosure Print Indicator: S

Credit Information:
Credit Decision:
Credit Decision Date:
Last Date Updated

For Help, press F1 C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb CAP NUM

Batch Activity Browse

The acknowledgement updated the batch confirmation date for the origination batch


File Process Tools Help
Browse Direct Loan
Stafford | PLUS | Disbursements BatchActivity
Record 9
OK
Help
For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb CAP NUM

Batch ID	Confirmation Date	Number of Times Regenerate
#A1G0100120000228111411		0
#A1G0100120000328160718		0
#A1G0100120000328160749		0
#A1G0100120000902105904		0
#A1G0100120000902105918		0
#A1G0100120000903091419		0
#C1G0100120000404142543	04/04/2000	0
#D1G0100120000225002104		0
#D1G0100120000225193637	02/29/2000	0
#D1G0100120000225215844	02/28/2000	0
#D1G0100120000228160050		0
#D1G0100120000404123720		0

Managing Credit Decisions

Since adverse credit decisions for PLUS loans can affect the flow of data that you receive for PLUS records, you should develop a procedure for handling the PLUS process at your school Part of your process may include an online check of the parent's credit using the LOC web site discussed in Lesson one of this unit The five steps below outline the procedures in the PLUS credit process and how you might handle the process

Step 1

Use the LOC web site to review credit decision information After the LOC receives the origination record (which includes information and authorization from the Direct PLUS application/promissory note) from the school, it transmits applicant information to a credit bureau and receives the results, usually within one day

Step 2

The LOC evaluates the credit report received from the credit bureau to determine if the applicant has an adverse credit history as established by the Direct Loan Program rules PLUS Loan applicants are rejected if they are 90 or more days delinquent on any debt as of the date of the credit report Other reasons include

- Default determination
- Bankruptcy discharge
- Foreclosure
- Repossession
- Tax lien
- Wage garnishment
- Write-off of a debt under Title IV during the five years preceding the date of the credit report

Step 3

Approved parent applicants (and endorser, if applicable) receive the results of the credit check

- If the applicant is rejected, the LOC notifies the parent applicant (and endorser, if applicable) of the reason for the rejection and the credit bureau that supplied the credit data upon which the rejection is based An endorser form is also included with this notification
- The rejected applicant may either submit endorser information to the LOC or demonstrate that extenuating circumstances exist
- Applicants should immediately notify the school of their intentions
- Parent applicants may contact the credit bureaus regarding any inaccurate credit information The LOC will also provide them with the name and telephone number of a service representative that the applicant may contact for further assistance
- If a rejected applicant elects to reapply with an eligible endorser, the loan process begins again with the applicant and endorser submitting an Endorser Form to the LOC
- The school is notified by the LOC of the results of the endorser's credit check

Step 4

The LOC notifies the school of the applicant's credit evaluation within five business days through decision codes in the Direct PLUS Loan origination acknowledgement. For Direct PLUS Loan applicants who meet ED's criteria, the school continues processing the loan. For PLUS applicants who *do not* meet ED's credit criteria, the school must stop all PLUS loan processing for the applicant.

Step 5 (Highly Recommended)

Your institution should establish a policy that defines the length of time you will wait for the results of these appeals and for the updates to the loan records before pursuing the additional Unsubsidized Stafford Loan as an alternative. Otherwise, if the appeal is denied, the borrower may still be working with the LOC to appeal again and find a new endorser. The LOC then might send another update to the school in the Credit Decision message class. This updates the credit decision again and overwrites the Credit Decision Updated date.

This process could go on indefinitely unless your institution sets a limit on how long to wait for the credit decision update. Clearly, for both you and the student, setting this limit is preferable to repeating the process endlessly.

You may not always be aware that a borrower is seeking to overturn a credit decision. As a result, you could receive the decision update at any time. If you process PLUS records, you should look for the credit decision update message class routinely.

The policy you develop should cover the following issues.

- Determining whether the parent borrower is seeking an endorser or whether the parent borrower wishes to cancel the Direct PLUS Loan.
- Devising a method of canceling a loan if the parent borrower chooses not to pursue the Direct PLUS Loan before the school processes a Direct Unsubsidized Loan.
- Finally, as with the FFEL Program, determining that the student's parents are likely to be precluded from borrowing under the Direct PLUS Loan Program by exceptional circumstances. In these cases, the student can borrow through the Direct Unsubsidized Loan Program. For those unsubsidized loans that you create, you need to set the Eligible For Unsubsidized flag.

Codes for Credit Decisions

A = Accepted
N = Denied
C = Credit Overridden
E = Credit Overridden, Endorser OK
D = Credit Denied, Endorser Not OK
X = Pending

Importing Full PLUS Origination Acknowledgements

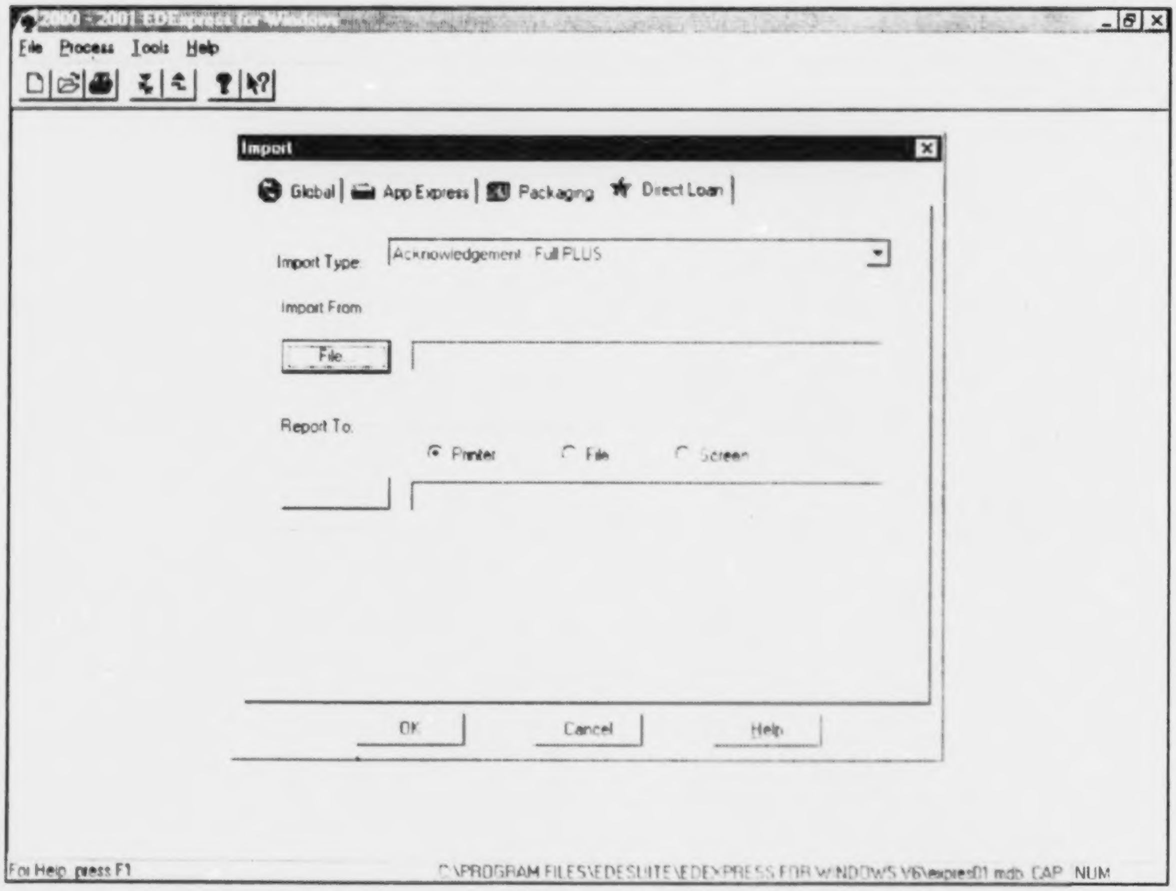
Remember that PLUS origination records exported in a separate file, so you will always have to retrieve and import a separate acknowledgement file

*Select **File/Import** from the menu bar or click the button*

*Select the **Direct Loan** tab*

*Select as the Import Type **Acknowledgement - Full PLUS**.*

*Click the **Import From: File...** button*


2000 - 2001 EDExpress for Windows
File Process Tools Help
Import
Global
App Express
Packaging
Direct Loan
File
OK
Cancel
Help
For Help, press F1
CAP NUM

Import Type: Acknowledgement - Full PLUS

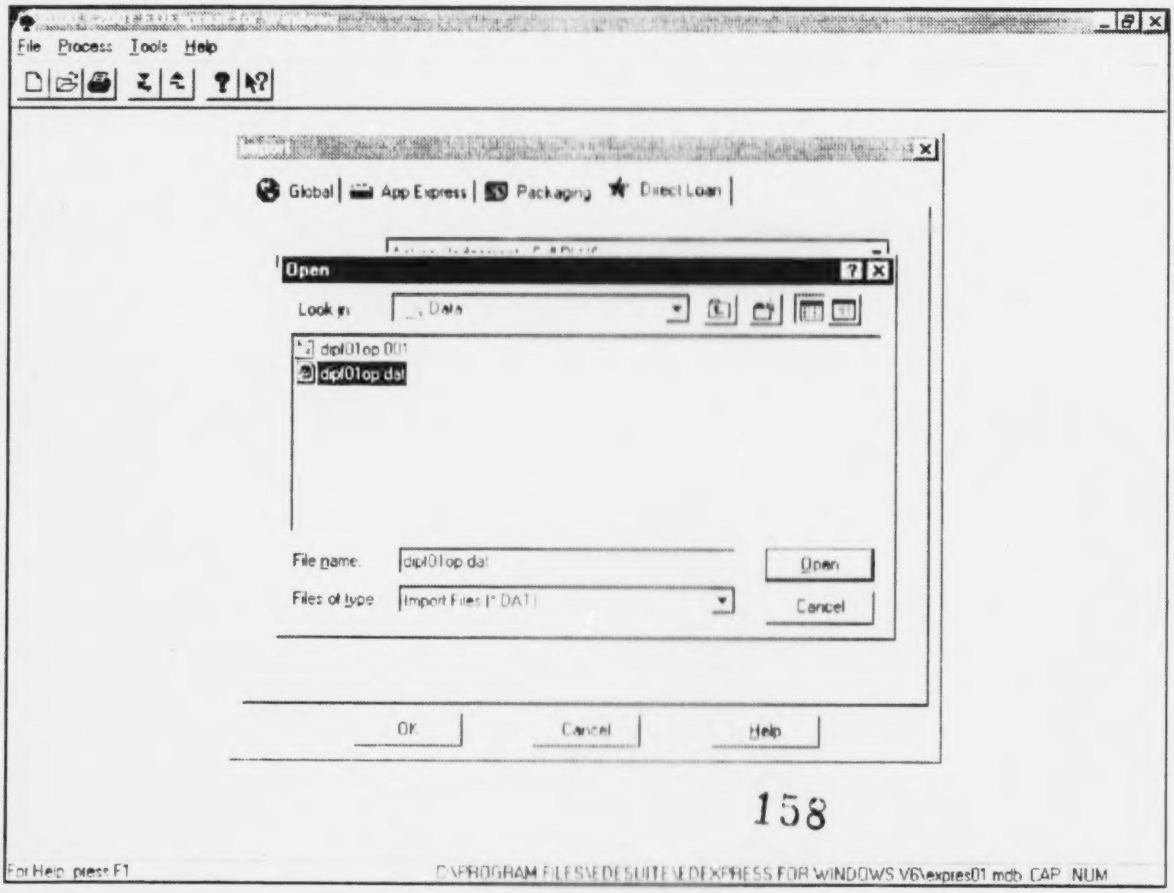
Import From:

Report To: ● Printer ○ File ○ Screen

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb

Select the file ***DIPF010P.DAT.***

Click ***Open***


File
Process
Tools
Help
Global
App Express
Packaging
Direct Loan
Open
Open
Cancel
OK
Cancel
Help

Look in: Data

dipf01op.001

dipf01op.dat

File name: dipf01op.dat

Files of type: Import Files (*.DAT)

For Help, press F1

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb CAP NUM

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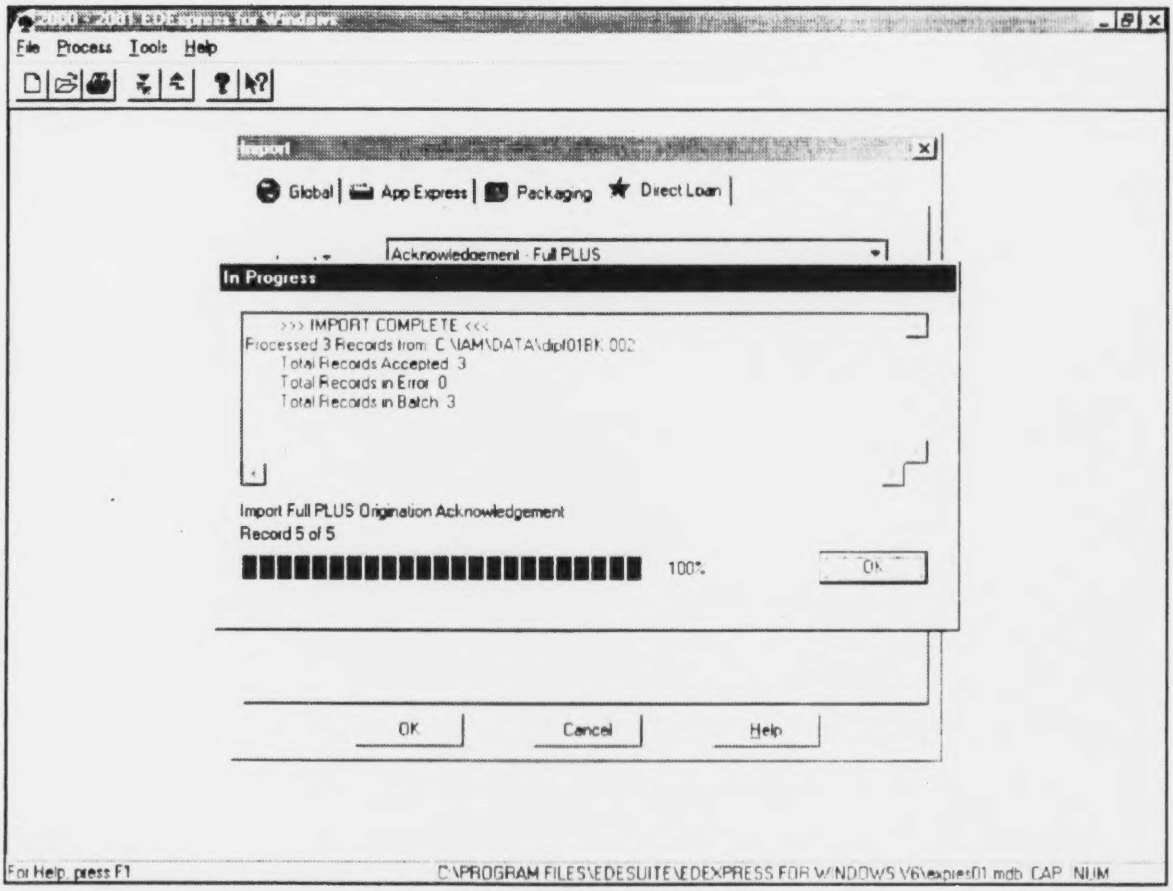
The statistics dialogue box shows where the records were processed from, the total number of records that were accepted, in error, and in the batch.

Click ***OK***


2000 - 2001 EDExpress for Windows
File
Process
Tools
Help
Import
Global
App Express
Packaging
Direct Loan
Acknowledgement - Full PLUS
In Progress
100%
OK
OK
Cancel
Help
For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb CAP NUM

```
     >>> IMPORT COMPLETE <<<
Processed 3 Records from C:\IAM\DATA\dlpf01BK.002
     Total Records Accepted 3
     Total Records in Error 0
     Total Records in Batch 3
```

Import Full PLUS Origination Acknowledgement
Record 5 of 5

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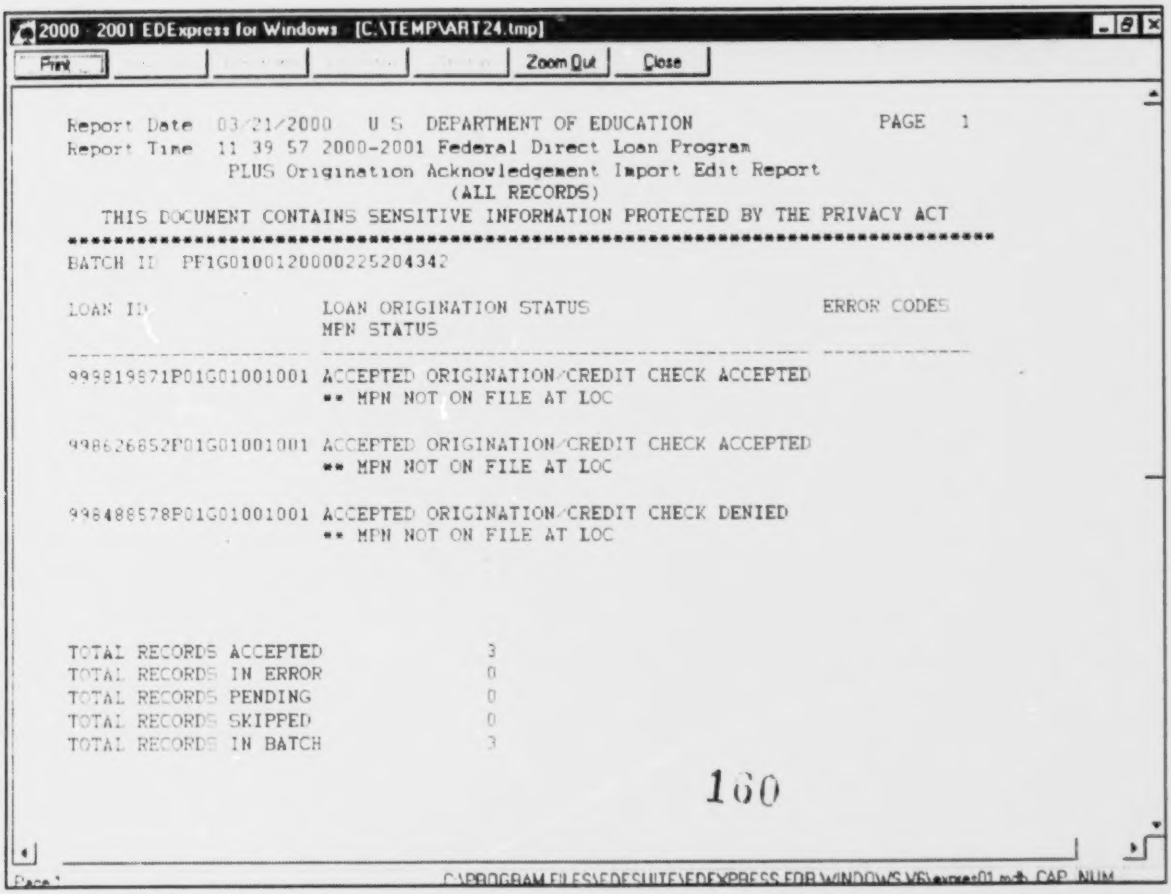
Click ***Close***

The import edit report indicates three PLUS origination records have been accepted, but the credit check has been denied for one applicant. It also shows that all three records do not have Master prom notes on file at the LOC.

*Note: Since these are PLUS origination records, all records will show "**Master Promissory Note not on File at the LOC."*


2000 - 2001 EDExpress for Windows - [C:\TEMP\ART24.tmp]
Print
Zoom Out
Close
Page 1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\
CAP NUM

```
Report Date  03/21/2000   U S  DEPARTMENT OF EDUCATION                PAGE   1
Report Time  11 39 57 2000-2001 Federal Direct Loan Program
                 PLUS Origination Acknowledgement Import Edit Report
                                  (ALL RECORDS)
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*******************************************************************************
BATCH ID  PF1G01001200002252043 42

LOAN ID              LOAN ORIGINATION STATUS                      ERROR CODES
                     MPN STATUS
-------------------- -------------------------------------------- ------------
999819871P01G01001001 ACCEPTED ORIGINATION/CREDIT CHECK ACCEPTED
                     ** MPN NOT ON FILE AT LOC

998626852P01G01001001 ACCEPTED ORIGINATION/CREDIT CHECK ACCEPTED
                     ** MPN NOT ON FILE AT LOC

998488578P01G01001001 ACCEPTED ORIGINATION/CREDIT CHECK DENIED
                     ** MPN NOT ON FILE AT LOC



TOTAL RECORDS ACCEPTED              3
TOTAL RECORDS IN ERROR              0
TOTAL RECORDS PENDING               0
TOTAL RECORDS SKIPPED               0
TOTAL RECORDS IN BATCH              3
```

160

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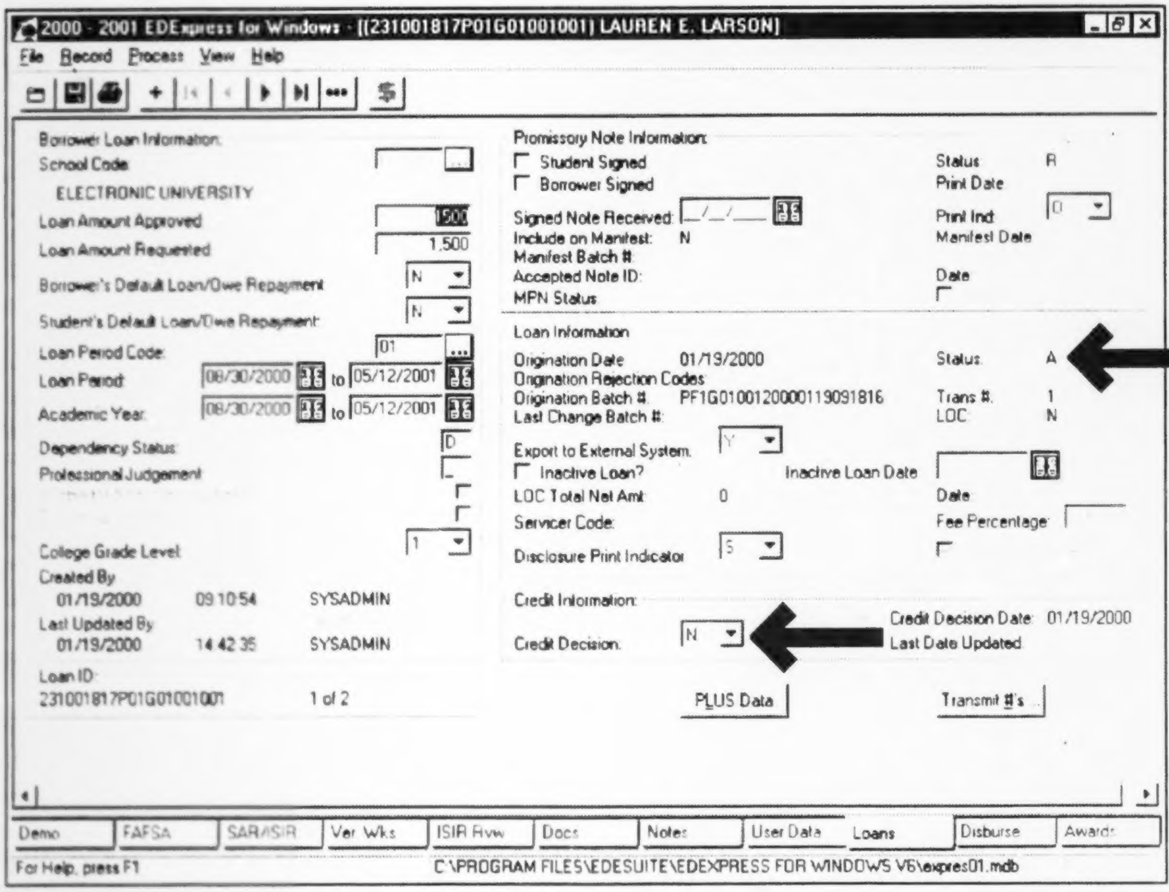
Reviewing the PLUS Record

The Loan information panel shows that the PLUS origination record has been accepted (A) just as the Stafford records were. However, the credit information panel shows that the credit decision returned as denied (N- credit denied, need endorser).



2000 - 2001 EDExpress for Windows - [(231001817P01G01001001) LAUREN E. LARSON]

Borrower Loan Information:
School Code:
ELECTRONIC UNIVERSITY
Loan Amount Approved: 1500
Loan Amount Requested: 1,500
Borrower's Default Loan/Owe Repayment: N
Student's Default Loan/Owe Repayment: N
Loan Period Code: 01
Loan Period: 08/30/2000 to 05/12/2001
Academic Year: 08/30/2000 to 05/12/2001
Dependency Status: D
Professional Judgement:
College Grade Level: 1
Created By
01/19/2000 09:10:54 SYSADMIN
Last Updated By
01/19/2000 14:42:35 SYSADMIN
Loan ID:
231001817P01G01001001 1 of 2

Promissory Note Information:
☐ Student Signed
☐ Borrower Signed
Signed Note Received: __/__/____
Include on Manifest: N
Manifest Batch #:
Accepted Note ID:
MPN Status
Status: R
Print Date
Print Ind: 0
Manifest Date
Date
☐

Loan Information
Origination Date: 01/19/2000
Origination Rejection Codes:
Origination Batch #: PF1G0100120000119091816
Last Change Batch #:
Status: A
Trans #: 1
LOC: N
Export to External System: Y
☐ Inactive Loan?
Inactive Loan Date
LOC Total Net Amt: 0
Date
Servicer Code:
Fee Percentage:
Disclosure Print Indicator: 5
☐

Credit Information:
Credit Decision: N
Credit Decision Date: 01/19/2000
Last Date Updated

For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb

Importing PLUS Credit Decision Updates

*Click the **Import** button*

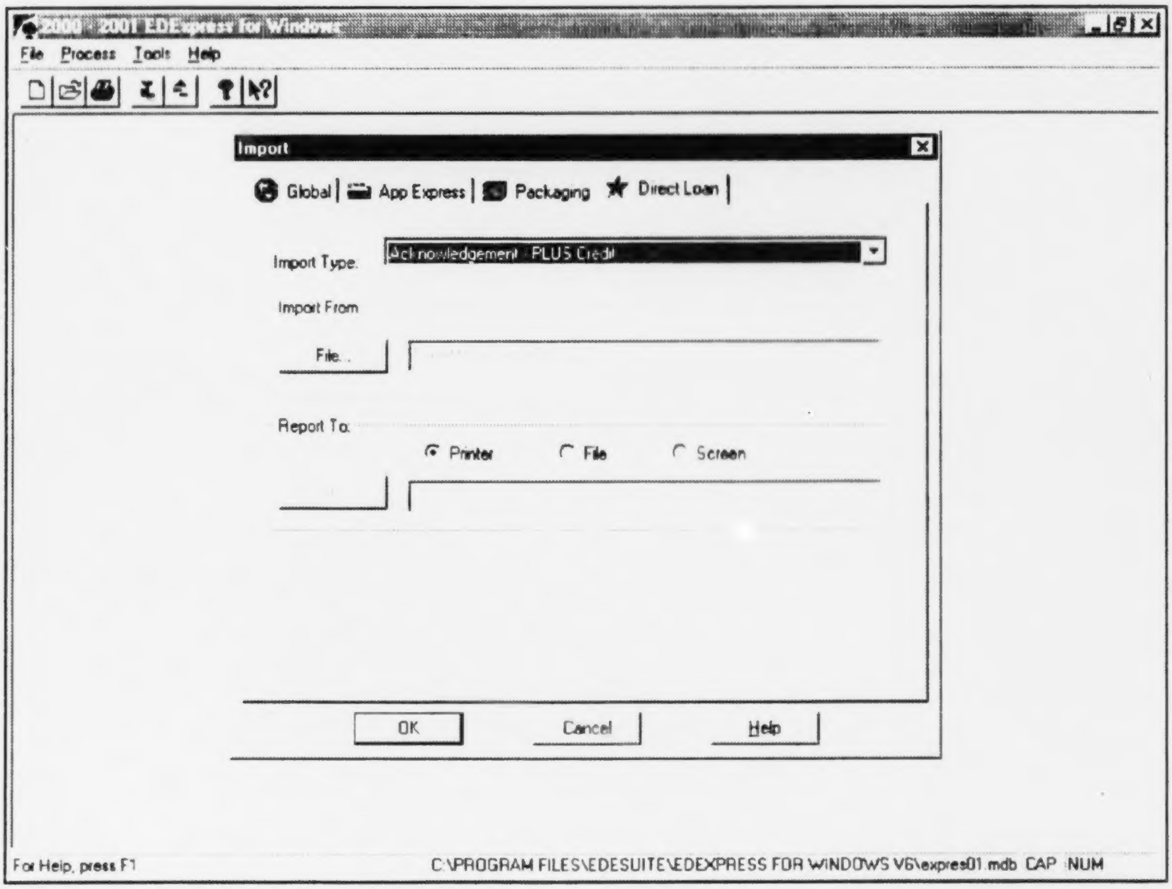
*Select the **Direct Loan** tab*

*Select as the Import Type **Acknowledgement - PLUS Credit**.*

*Click the **Import From: File...** button*

Assume that the borrower in question, Lauren Larson, contacted the LOC and was able to have the credit decision changed. Thus, a credit decision update is created by the LOC. You would then receive a second credit decision update batch from the LOC.

You should routinely import your updated credit decisions and make this part of your production schedule.


2000 - 2001 EDExpress for Windows
File
Process
Tools
Help
Import
Global
App Express
Packaging
Direct Loan
Import From
File...
OK
Cancel
Help

Import Type: Acknowledgement - PLUS Credit

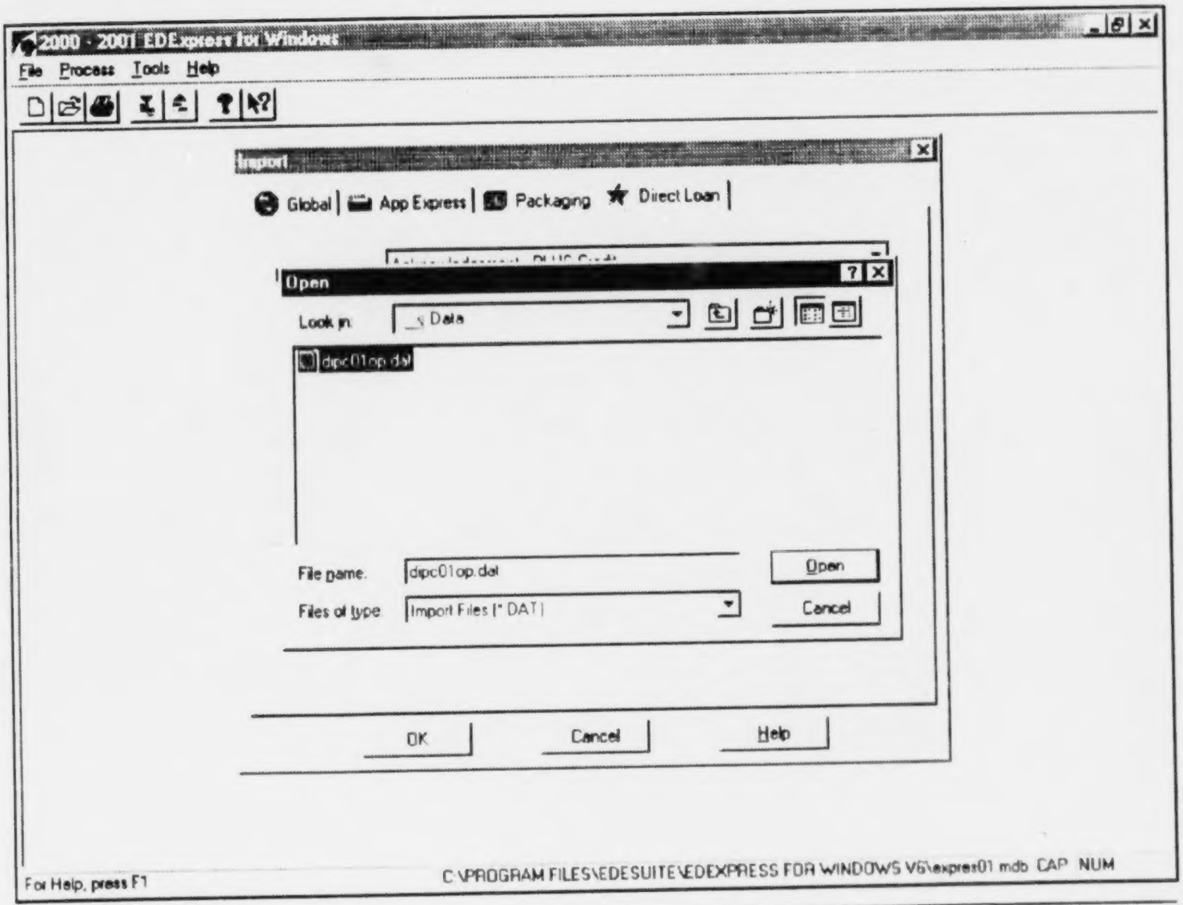
Report To: ● Printer ○ File ○ Screen

For Help, press F1

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb CAP NUM

Select the file ***DIPC01OP.DAT****.*

Click ***Open***



Look in: Data

dipc01op.dat

File name: dipc01op.dat

Files of type: Import Files (*.DAT)

For Help, press F1

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb CAP NUM

2000 - 2001 EDExpress for Windows
File
Process
Tools
Help
Import
Global
App Express
Packaging
Direct Loan
Open
Open
Cancel
OK
Cancel
Help

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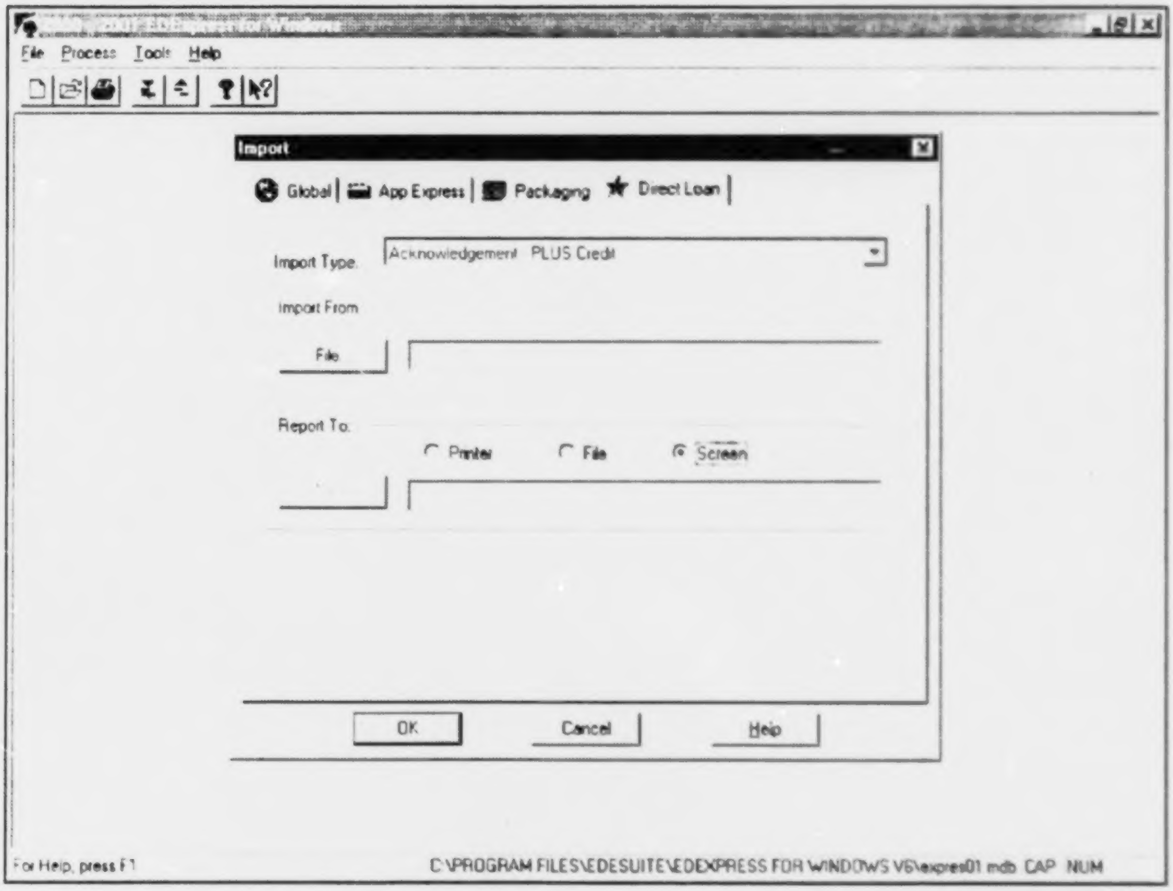
Click ***Screen***

Click ***OK***

Sending the Import edit report to the screen will still update the record


File
Process
Tools
Help
Import
Global
App Express
Packaging
Direct Loan
Import From
File
Report To
OK
Cancel
Help

Import Type: Acknowledgement PLUS Credit

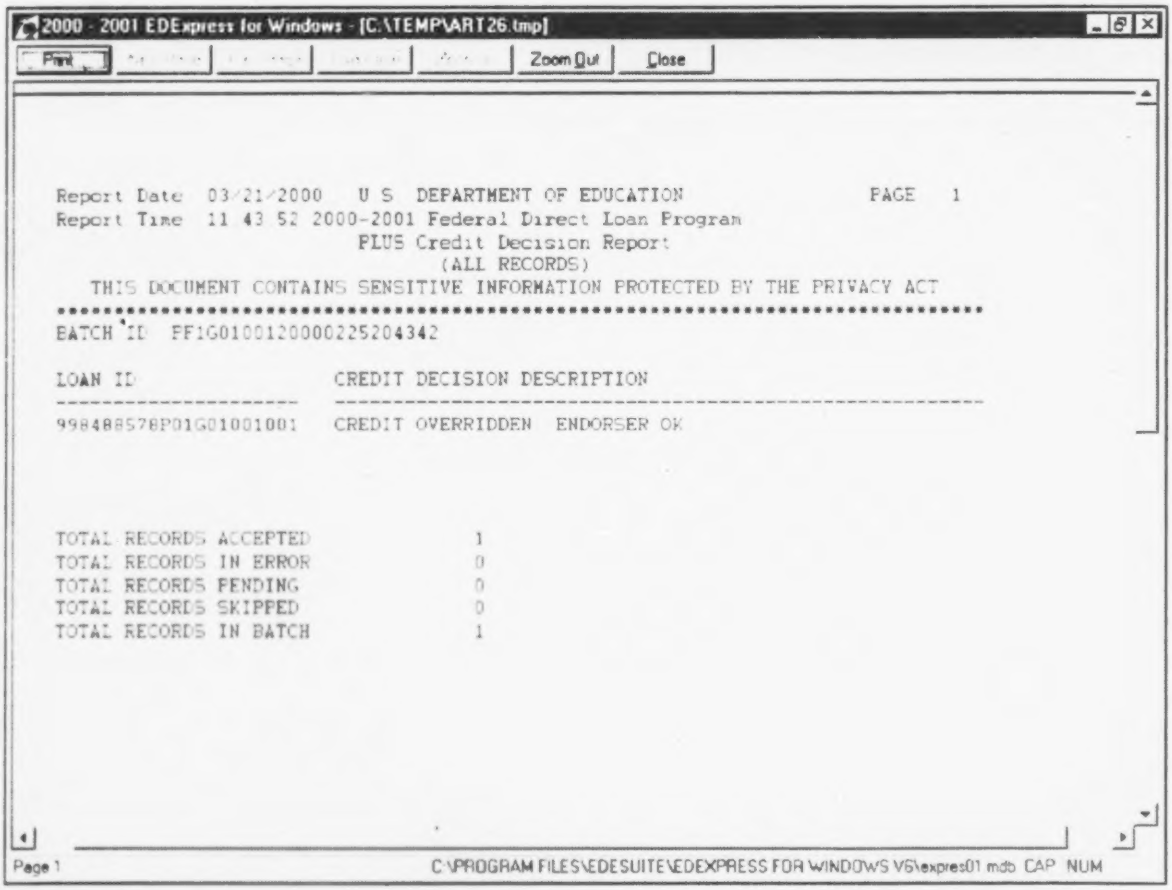
Report To: ○ Printer ○ File ● Screen

For Help, press F1

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb CAP NUM

The import edit list indicates that a credit decision has been overridden for the borrower

*Click **Close**, or click **Print**, if you want a hard copy of the report*


2000 - 2001 EDExpress for Windows - [C:\TEMP\ART26.tmp]
Print
Zoom Out
Close
Page 1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb CAP NUM

```
Report Date  03/21/2000   U S  DEPARTMENT OF EDUCATION                PAGE   1
Report Time  11 43 52 2000-2001 Federal Direct Loan Program
                          PLUS Credit Decision Report
                                 (ALL RECORDS)
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
********************************************************************************
BATCH ID  PF1G01001200002252043 42

LOAN ID                  CREDIT DECISION DESCRIPTION
---------------------    ----------------------------------------------------
998488578P01G01001001    CREDIT OVERRIDDEN  ENDORSER OK



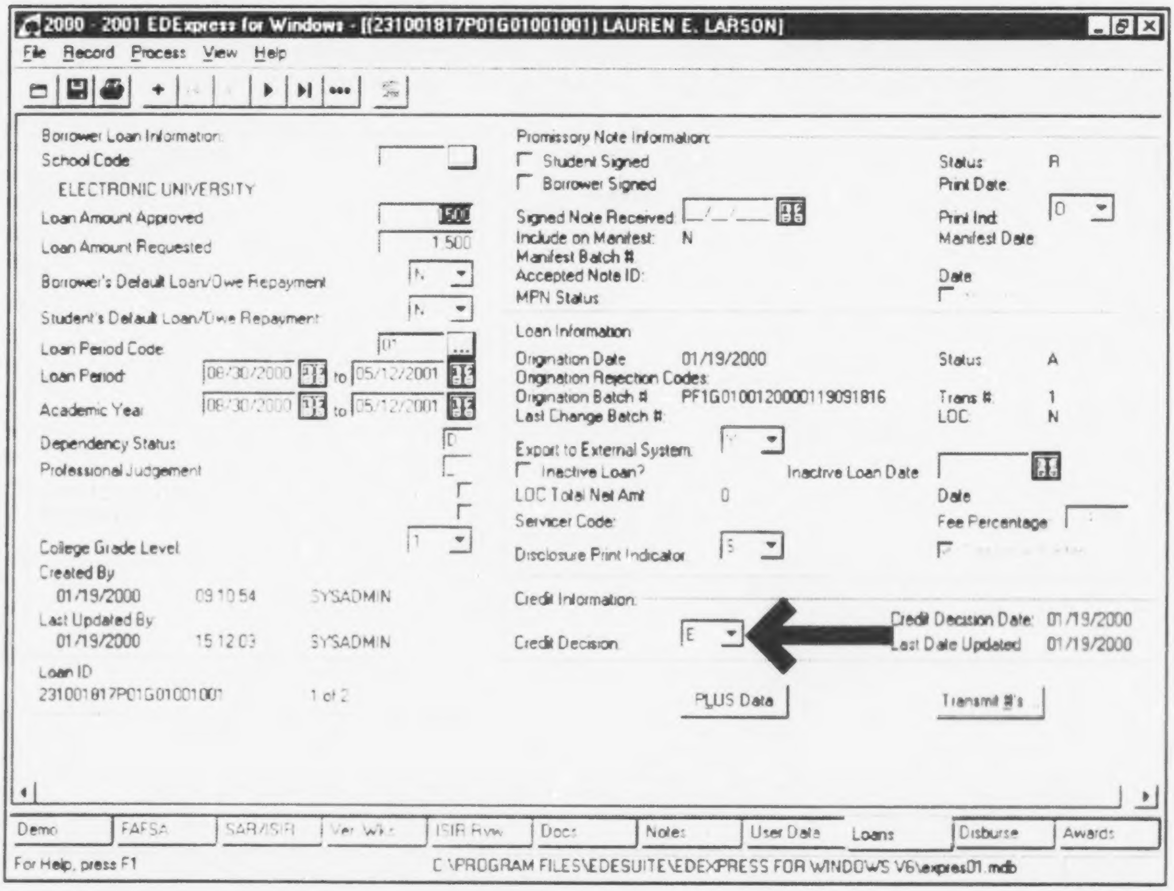

TOTAL RECORDS ACCEPTED            1
TOTAL RECORDS IN ERROR            0
TOTAL RECORDS PENDING             0
TOTAL RECORDS SKIPPED             0
TOTAL RECORDS IN BATCH            1
```

Open ***Lauren Larson's*** *record*

Review the Credit Decision

Close the record

The credit information panel shows the new credit decision is E (Endorser OK)



2000 - 2001 EDExpress for Windows - [(231001817P01G01001001) LAUREN E. LARSON]

Borrower Loan Information:
School Code
ELECTRONIC UNIVERSITY
Loan Amount Approved 1500
Loan Amount Requested 1,500
Borrower's Default Loan/Owe Repayment N
Student's Default Loan/Owe Repayment N
Loan Period Code 01
Loan Period 08/30/2000 to 05/12/2001
Academic Year 08/30/2000 to 05/12/2001
Dependency Status D
Professional Judgement
College Grade Level 1
Created By
01/19/2000 09:10:54 SYSADMIN
Last Updated By
01/19/2000 15:12:03 SYSADMIN
Loan ID
231001817P01G01001001 1 of 2

Promissory Note Information:
☐ Student Signed
☐ Borrower Signed
Signed Note Received: __/__/____
Include on Manifest: N
Manifest Batch #
Accepted Note ID:
MPN Status
Status: R
Print Date
Print Ind: 0
Manifest Date
Date

Loan Information:
Origination Date 01/19/2000
Origination Rejection Codes:
Origination Batch # PF1G01001200001119091816
Last Change Batch #:
Export to External System: Y
☐ Inactive Loan?
Inactive Loan Date
LOC Total Net Amt 0
Servicer Code:
Disclosure Print Indicator 5
Status: A
Trans #: 1
LOC: N
Date
Fee Percentage

Credit Information:
Credit Decision E
Credit Decision Date: 01/19/2000
Last Date Updated: 01/19/2000

For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb

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Adjusting a Loan to $0 - Inactive Loans

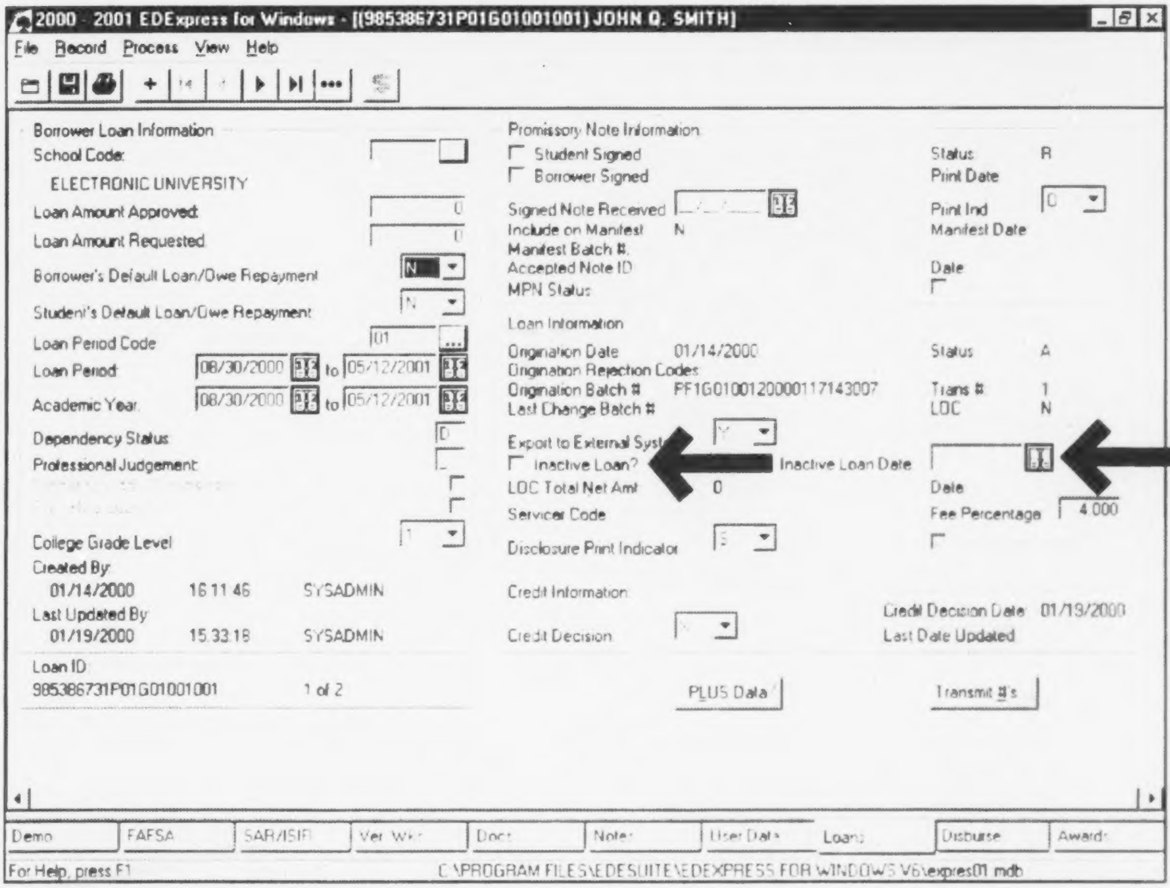
Once the loan amount approved and the loan amount requested have been adjusted to $0, and the Inactive Loan and Inactive Loan Date fields have been marked, the loan is considered inactive on EDExpress. Making a loan inactive allows a school the opportunity to reactivate the loan at a future date. Change records adjusting the loan to $0 must be exported to the LOC.

Following these steps to Inactive a loan creates a change record if the record has been previously batched and sent to the LOC. If not, the adjustments are sent with the full origination record. When the LOC receives your change batch, the entire loan becomes inactive on the LOC's system.

Inactive loans do not appear on the 30-day warning report, but will appear on the Inactive Loans Report from the LOC. This report is sent in an ED defined message class (ED0601OP) that must be added to your Global setup. The report includes for each borrower the loan type, borrower ID, and inactive date.

*From within a record enter **0** for the Loan Amount Approved and **0** for the Loan Amount Requested.*

We can do this on this loan, because there are no actuals present.


2000 - 2001 EDExpress for Windows - [(985386731P01G01001001) JOHN Q. SMITH]
File
Record
Process
View
Help
PLUS Data
Transmit #'s
Demo
FAFSA
SAR/ISIR
Ver Wks
Docs
Notes
User Data
Loans
Disburse
Awards
For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb

Borrower Loan Information
School Code:
ELECTRONIC UNIVERSITY
Loan Amount Approved: 0
Loan Amount Requested: 0
Borrower's Default Loan/Owe Repayment: N
Student's Default Loan/Owe Repayment: N
Loan Period Code: 01
Loan Period: 08/30/2000 to 05/12/2001
Academic Year: 08/30/2000 to 05/12/2001
Dependency Status: D
Professional Judgement:
College Grade Level: 1
Created By:
01/14/2000 16:11:46 SYSADMIN
Last Updated By:
01/19/2000 15:33:18 SYSADMIN
Loan ID:
985386731P01G01001001 1 of 2

Promissory Note Information
☐ Student Signed
☐ Borrower Signed
Signed Note Received: __/__/____
Include on Manifest: N
Manifest Batch #:
Accepted Note ID:
MPN Status:
Status: R
Print Date:
Print Ind: 0
Manifest Date:
Date:

Loan Information
Origination Date: 01/14/2000
Origination Rejection Codes:
Origination Batch #: PF1G01001200001171430007
Last Change Batch #:
Export to External System: Y
☐ Inactive Loan?
Inactive Loan Date:
LOC Total Net Amt: 0
Servicer Code:
Disclosure Print Indicator: S
Status: A
Trans #: 1
LOC: N
Date:
Fee Percentage: 4.000

Credit Information
Credit Decision: N
Credit Decision Date: 01/19/2000
Last Date Updated:

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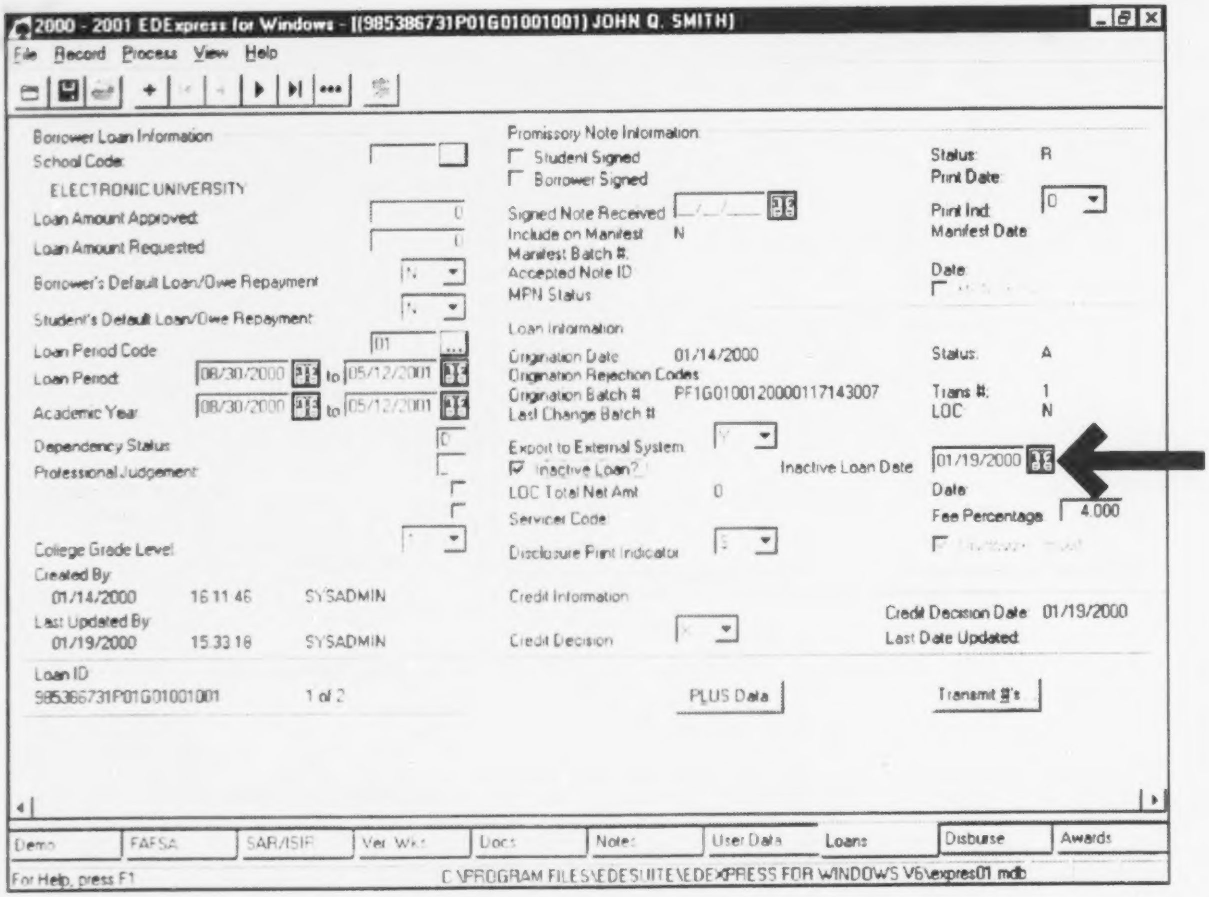
*Click the **Inactive Loan?** check box in the Loan Information area*

*Click the **Save** button to save the record*

*Click the **Disburse** tab*

The Inactive Loan Date is recorded for you, however, you can change this to record the actual inactivation date



2000 - 2001 EDExpress for Windows - [(985386731P01G01001001) JOHN Q. SMITH]

Borrower Loan Information
School Code:
ELECTRONIC UNIVERSITY
Loan Amount Approved: 0
Loan Amount Requested: 0
Borrower's Default Loan/Owe Repayment: N
Student's Default Loan/Owe Repayment: N
Loan Period Code: 01
Loan Period: 08/30/2000 to 05/12/2001
Academic Year: 08/30/2000 to 05/12/2001
Dependency Status: D
Professional Judgement:
College Grade Level:
Created By: 01/14/2000 16:11:46 SYSADMIN
Last Updated By: 01/19/2000 15:33:18 SYSADMIN
Loan ID: 985386731P01G01001001 1 of 2

Promissory Note Information:
☐ Student Signed
☐ Borrower Signed
Signed Note Received: __/__/____
Include on Manifest: N
Manifest Batch #:
Accepted Note ID
MPN Status
Status: R
Print Date:
Print Ind: 0
Manifest Date:
Date:

Loan Information
Origination Date: 01/14/2000
Origination Rejection Codes
Origination Batch #: PF1G0100120000117143007
Last Change Batch #
Export to External System: Y
☑ Inactive Loan?
Inactive Loan Date: 01/19/2000
LOC Total Net Amt: 0
Servicer Code:
Disclosure Print Indicator: S
Status: A
Trans #: 1
LOC: N
Date:
Fee Percentage: 4.000

Credit Information
Credit Decision: X
Credit Decision Date: 01/19/2000
Last Date Updated:

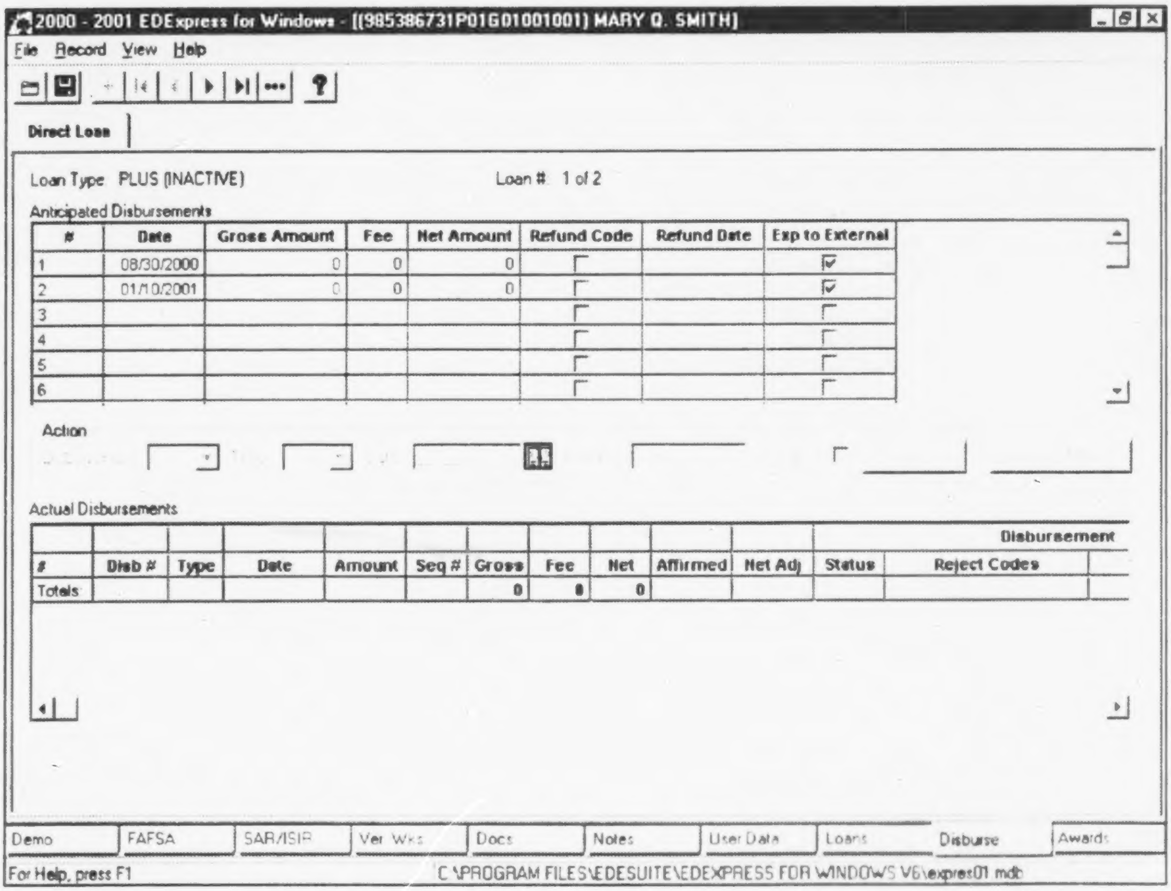
For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb

Steps for Adjusting a Loan to $0

The **Disburse** tab shows the reduction to zero.

1. Change the Loan Amount Approved and the Loan Amount Requested to $0.
2. Mark the Inactive Loan checkbox and verify the Inactive Loan date field (Optional)
3. Save the record
4. Verify that the Anticipated Disbursements are also $0
5. Export changes

*Click the **Close** button*



2000 - 2001 EDExpress for Windows - [(985386731P01G01001001) MARY Q. SMITH]

File Record View Help
Direct Loan

Loan Type PLUS (INACTIVE)

Loan # 1 of 2

Anticipated Disbursements

#	Date	Gross Amount	Fee	Net Amount	Refund Code	Refund Date	Exp to External
1	08/30/2000	0	0	0	☐		☑
2	01/10/2001	0	0	0	☐		☑
3					☐		☐
4					☐		☐
5					☐		☐
6					☐		☐

Action

Actual Disbursements

											Disbursement	
#	Disb #	Type	Date	Amount	Seq #	Gross	Fee	Net	Affirmed	Net Adj	Status	Reject Codes
Totals						0	0	0				

Demo
FAFSA
SAR/ISIR
Ver Wks
Docs
Notes
User Data
Loans
Disburse
Awards

For Help, press F1

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb

Change Records

Select ***File/Export*** *from the menu*

Select the ***Direct Loan*** *tab*

Select the ***Export Type LOC Change****.*

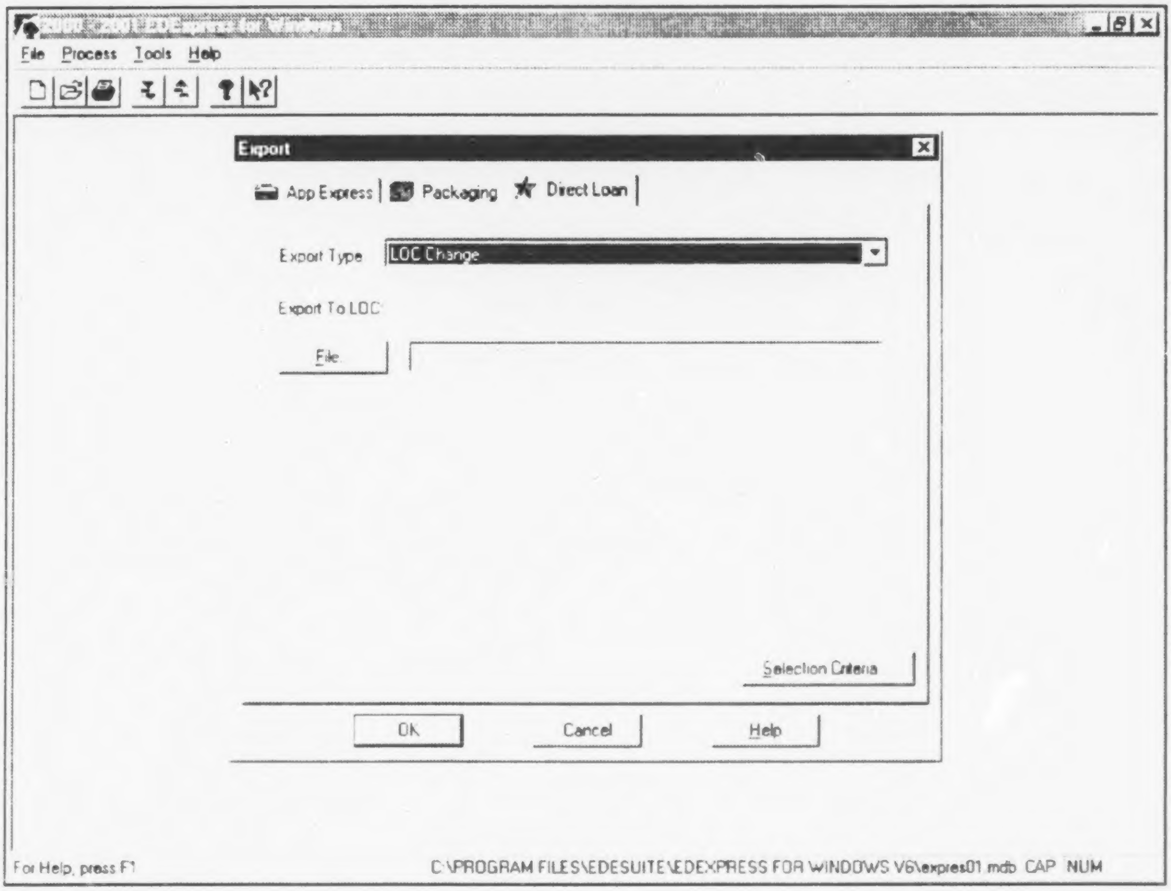
Click ***OK***

Changes are updates to loan records after the full origination has been exported (loan origination status = B or A). See Direct Loan Bulletin DLB-00-09. Changes must be exported to the LOC. As with full origination records, changes are sent to the LOC with the Export command.

EDExpress tracks changes to demographic data, loan amounts, anticipated disbursement dates, and inactivations. EDExpress generates a smaller record containing the changes in place of sending the entire loan record again.

Change records result from your daily processing. You should run the Export command for changes routinely. As with any export, EDExpress batches all pending changes into a file and assigns a batch ID and message class name. You should format and transmit change message classes when you transmit your other Direct Loan data.

Change records do not have status flags, but the batch ID of the last change to be exported for the record is recorded in the Loan Information area.



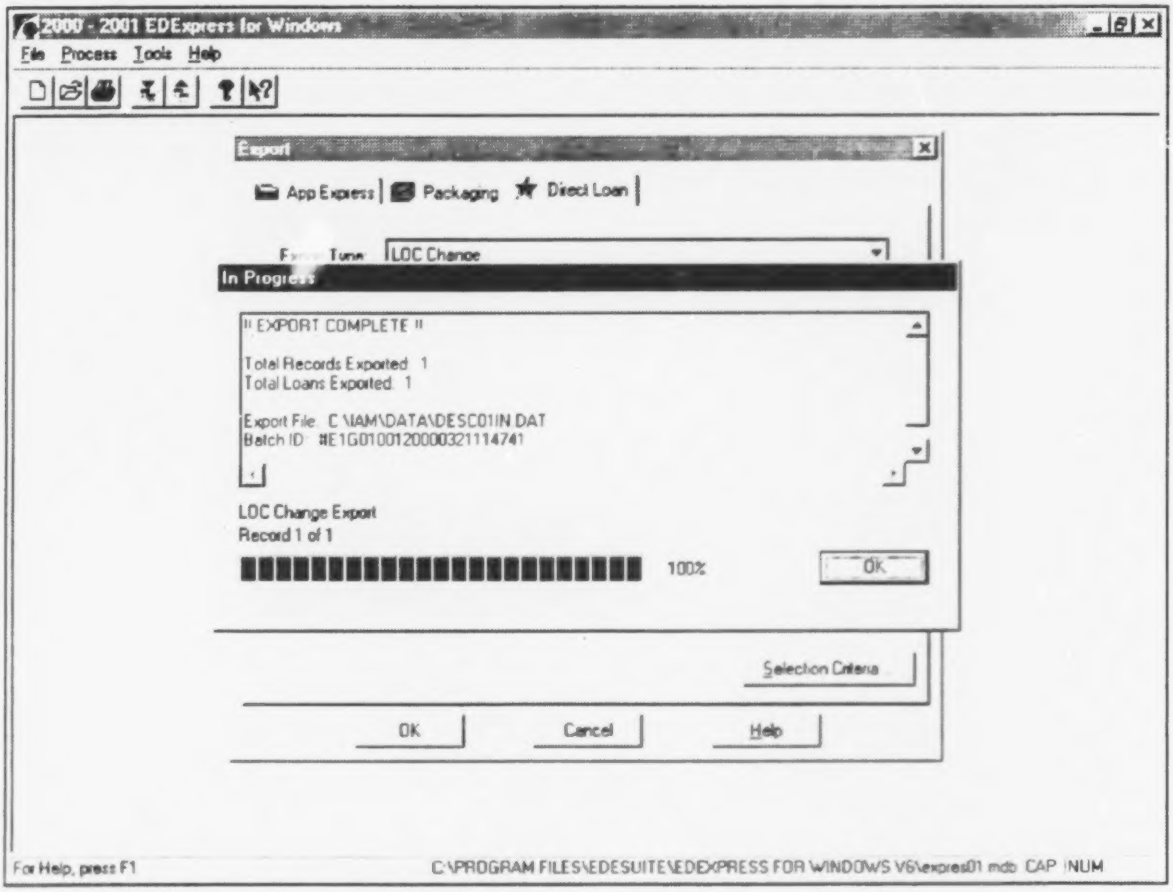
Export Type: LOC Change

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb

File
Process
Tools
Help
Export
App Express
Packaging
Direct Loan
Export To LOC
File
Selection Criteria
OK
Cancel
Help
For Help, press F1
CAP
NUM

Since a change was created by making the loan inactive, the Export Statistics box indicates that one record was included in the batch

Click ***OK***


2000 - 2001 EDExpress for Windows
File Process Tools Help
Export
App Express
Packaging
Direct Loan
Export Type
LOC Change
In Progress
OK
Selection Criteria
OK
Cancel
Help
For Help, press F1

```
!! EXPORT COMPLETE !!

Total Records Exported  1
Total Loans Exported  1

Export File  C \IAM\DATA\DESC01IN DAT
Batch ID  #E1G01001200003211147 41
```

LOC Change Export
Record 1 of 1
100%

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01 mdb CAP NUM

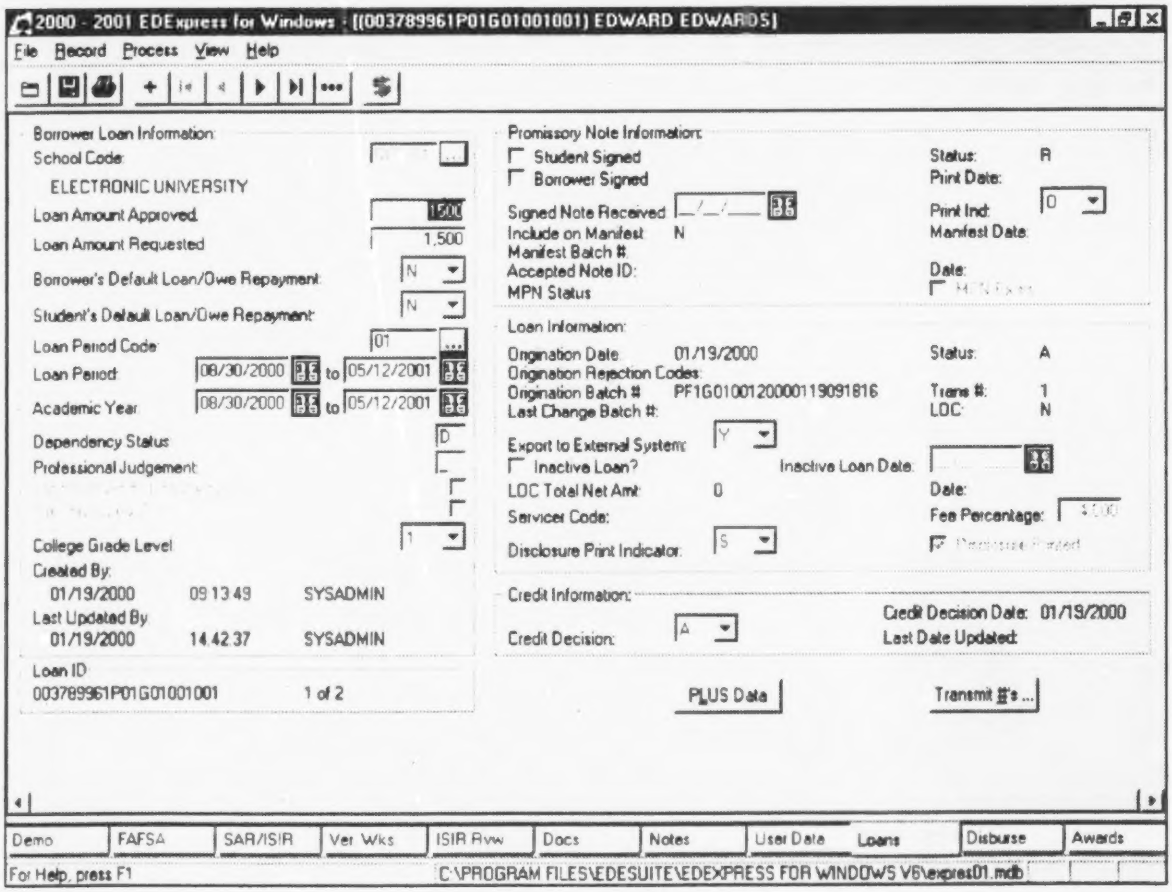
Verify Change

Begin by opening a record

*Click on the **Loans** tab to see prom note and loan information about the student*

If, for example, you submitted a batch of disbursement records and never received an acknowledgement for one of the records in the batch, or the record was rejected, you can use the Verify Change function to update the record to resend. Otherwise, if you regenerated the entire batch, it would cause rejects for the records that did not need to be resent. You can make changes to either the Loan Amount Approved or the Anticipated Disbursements Gross Amounts and Dates. You would then export and send change records to the LOC.

You can use the Verify Change function on records that have a loan status of B (batched) or A (accepted by the LOC). For example, if you send a change record to the LOC to adjust the Loan Amount Approved for a loan and the LOC rejects the change because of outstanding disbursements, you can use this process to resend the change once all disbursement transactions have been processed.


2000 - 2001 EDExpress for Windows - [(003789961P01G01001001) EDWARD EDWARDS]
File
Record
Process
View
Help
PLUS Data
Transmit #'s ...
Demo
FAFSA
SAR/ISIR
Ver Wks
ISIR Rvw
Docs
Notes
User Data
Loans
Disburse
Awards
For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb

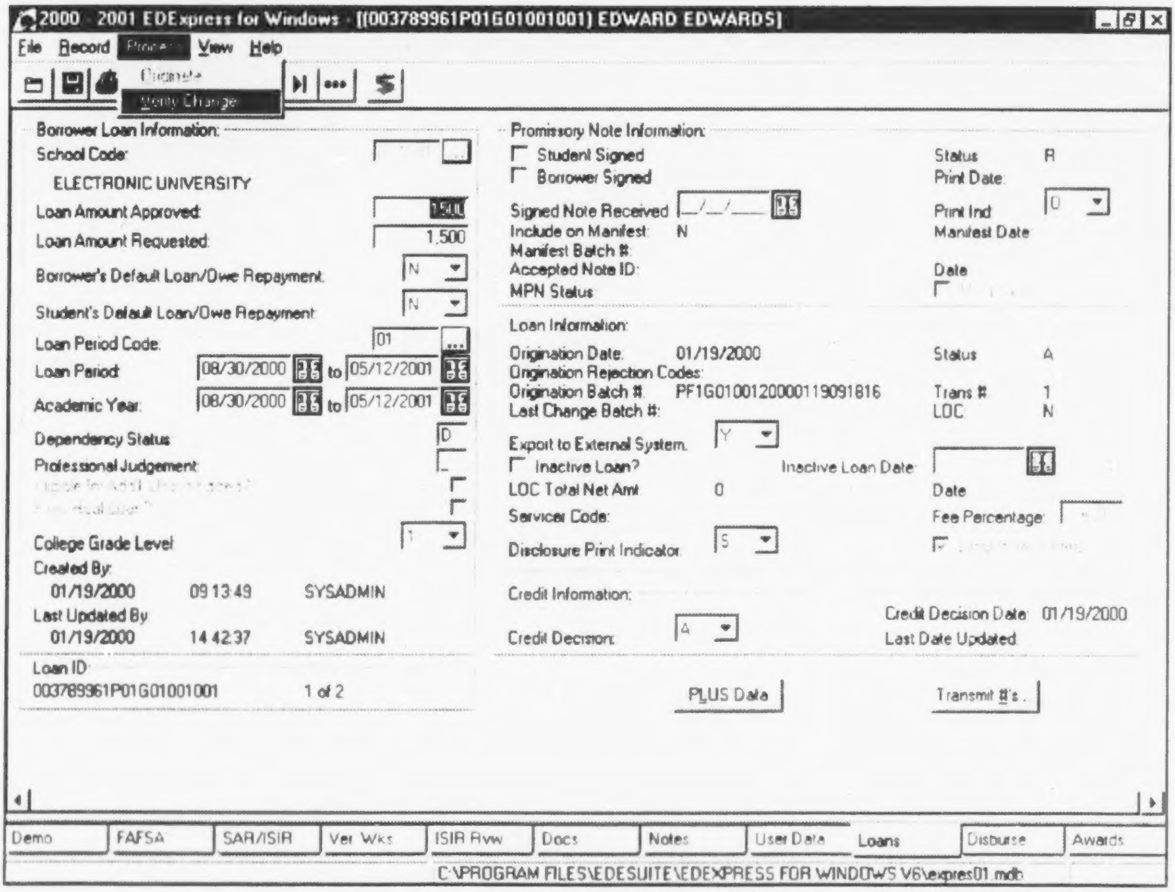
Borrower Loan Information:
School Code:
ELECTRONIC UNIVERSITY
Loan Amount Approved: 1500
Loan Amount Requested: 1,500
Borrower's Default Loan/Owe Repayment: N
Student's Default Loan/Owe Repayment: N
Loan Period Code: 01
Loan Period: 08/30/2000 to 05/12/2001
Academic Year: 08/30/2000 to 05/12/2001
Dependency Status: D
Professional Judgement:
College Grade Level: 1
Created By:
01/19/2000 09:13:49 SYSADMIN
Last Updated By:
01/19/2000 14:42:37 SYSADMIN
Loan ID
003789961P01G01001001 1 of 2

Promissory Note Information:
☐ Student Signed
☐ Borrower Signed
Signed Note Received: __/__/____
Include on Manifest: N
Manifest Batch #:
Accepted Note ID:
MPN Status
Status: R
Print Date:
Print Ind: 0
Manifest Date:
Date:

Loan Information:
Origination Date: 01/19/2000
Origination Rejection Codes:
Origination Batch #: PF1G0100120000119091816
Last Change Batch #:
Status: A
Trans #: 1
LOC: N
Export to External System: Y
☐ Inactive Loan?
Inactive Loan Date:
LOC Total Net Amt: 0
Date:
Servicer Code:
Fee Percentage:
Disclosure Print Indicator: S

Credit Information:
Credit Decision: A
Credit Decision Date: 01/19/2000
Last Date Updated:

*Select **Process** from the menu bar and click **Verify Change...** from the list*


File
Record
Process
View
Help
Originate
Verify Change
PLUS Data
Transmit #'s...
Demo
FAFSA
SAR/ISIR
Ver Wks
ISIR Rvw
Docs
Notes
User Data
Loans
Disburse
Awards

2000 - 2001 EDExpress for Windows - [(003789961P01G01001001) EDWARD EDWARDS]

Borrower Loan Information:
School Code:
ELECTRONIC UNIVERSITY
Loan Amount Approved: 1,500
Loan Amount Requested: 1,500
Borrower's Default Loan/Owe Repayment: N
Student's Default Loan/Owe Repayment: N
Loan Period Code: 01
Loan Period: 08/30/2000 to 05/12/2001
Academic Year: 08/30/2000 to 05/12/2001
Dependency Status: D
Professional Judgement:
College Grade Level: 1
Created By:
01/19/2000 09:13:49 SYSADMIN
Last Updated By:
01/19/2000 14:42:37 SYSADMIN
Loan ID:
003789961P01G01001001 1 of 2

Promissory Note Information:
☐ Student Signed
☐ Borrower Signed
Signed Note Received: __/__/____
Include on Manifest: N
Manifest Batch #:
Accepted Note ID:
MPN Status:
Status: R
Print Date:
Print Ind: 0
Manifest Date:
Date:

Loan Information:
Origination Date: 01/19/2000
Origination Rejection Codes:
Origination Batch #: PF1G0100120000119091816
Last Change Batch #:
Status: A
Trans #: 1
LOC: N
Export to External System: Y
☐ Inactive Loan?
Inactive Loan Date:
LOC Total Net Amt: 0
Date:
Servicer Code:
Fee Percentage:
Disclosure Print Indicator: S

Credit Information:
Credit Decision: A
Credit Decision Date: 01/19/2000
Last Date Updated:

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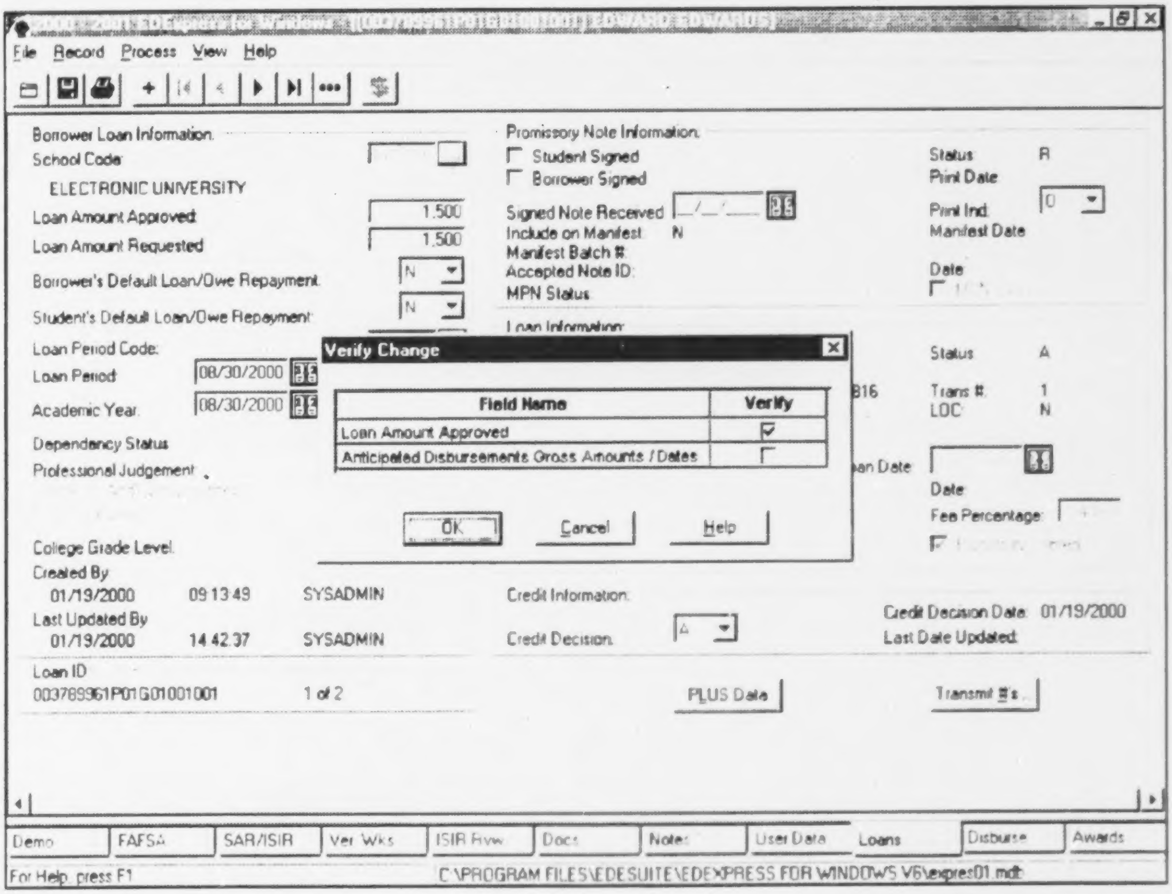
The Verify Change dialog box allows you to select specific changes to verify

Click the checkbox for ***Loan Amount Approved.***

Click ***OK***


File
Record
Process
View
Help
OK
Cancel
Help
PLUS Data
Transmit #'s
Demo
FAFSA
SAR/ISIR
Ver Wks
ISIR Rvw
Docs
Notes
User Data
Loans
Disburse
Awards
For Help, press F1

Borrower Loan Information:
School Code:
ELECTRONIC UNIVERSITY
Loan Amount Approved: 1,500
Loan Amount Requested: 1,500
Borrower's Default Loan/Owe Repayment: N
Student's Default Loan/Owe Repayment: N
Loan Period Code:
Loan Period: 08/30/2000
Academic Year: 08/30/2000
Dependency Status
Professional Judgement
College Grade Level
Created By
01/19/2000 09:13:49 SYSADMIN
Last Updated By
01/19/2000 14:42:37 SYSADMIN
Loan ID
003789961P01G01001001 1 of 2

Promissory Note Information:
☐ Student Signed
☐ Borrower Signed
Signed Note Received __/__/____
Include on Manifest: N
Manifest Batch #:
Accepted Note ID:
MPN Status
Status: R
Print Date
Print Ind: 0
Manifest Date
Date

Loan Information:
Status: A
Trans #: 1
LOC: N
Date
Fee Percentage:

Credit Information:
Credit Decision: A
Credit Decision Date: 01/19/2000
Last Date Updated:

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Verify Change

Field Name	Verify
Loan Amount Approved	☑
Anticipated Disbursements Gross Amounts / Dates	☐

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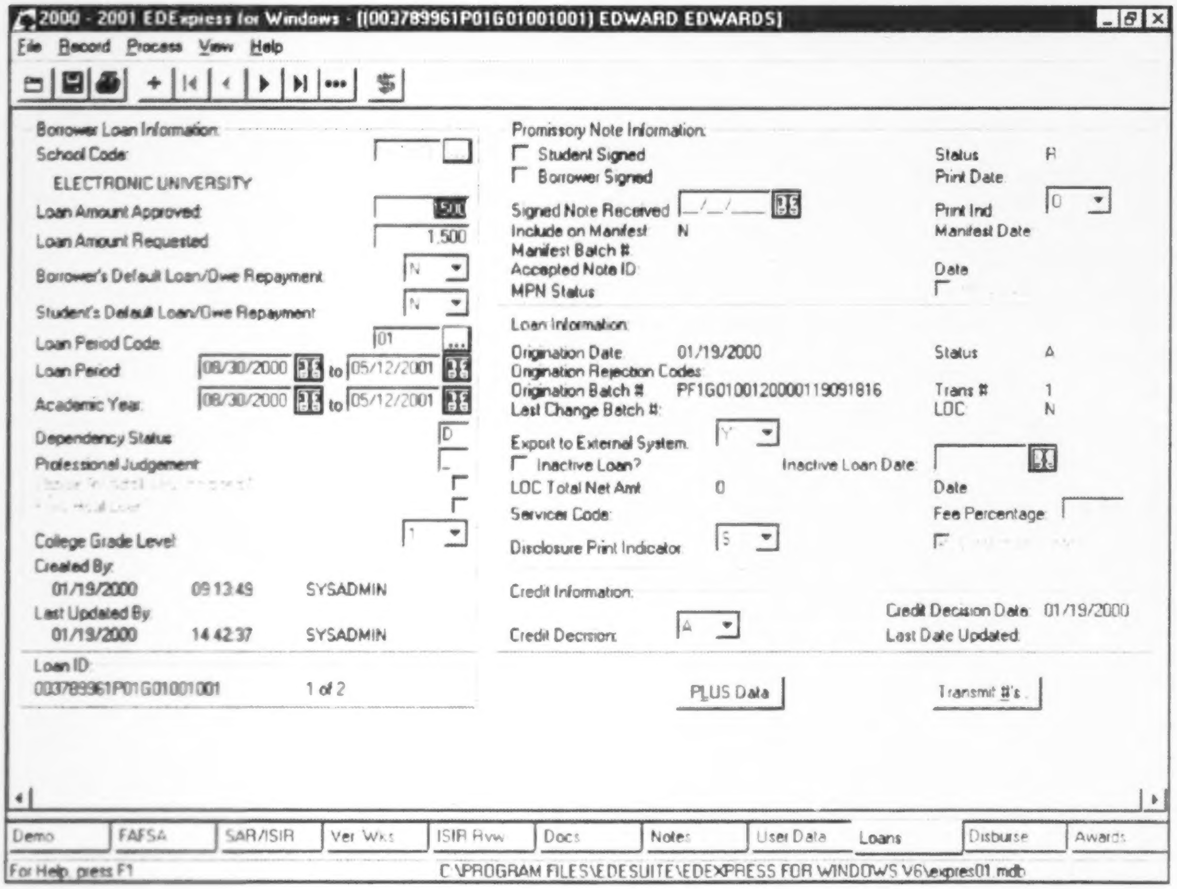
*Click the **Save** icon on the toolbar to save the record*



2000 - 2001 EDExpress for Windows - [(003789961P01G01001001) EDWARD EDWARDS]

Borrower Loan Information:
School Code:
ELECTRONIC UNIVERSITY
Loan Amount Approved: 1500
Loan Amount Requested: 1,500
Borrower's Default Loan/Owe Repayment: N
Student's Default Loan/Owe Repayment: N
Loan Period Code: 01
Loan Period: 08/30/2000 to 05/12/2001
Academic Year: 08/30/2000 to 05/12/2001
Dependency Status: D
Professional Judgement: _
College Grade Level: 1
Created By: 01/19/2000 09:13:49 SYSADMIN
Last Updated By: 01/19/2000 14:42:37 SYSADMIN
Loan ID: 003789961P01G01001001 1 of 2

Promissory Note Information:
☐ Student Signed
☐ Borrower Signed
Signed Note Received: _/_/___
Include on Manifest: N
Manifest Batch #:
Accepted Note ID:
MPN Status:
Status: R
Print Date:
Print Ind: 0
Manifest Date:
Date:

Loan Information:
Origination Date: 01/19/2000
Origination Rejection Codes:
Origination Batch #: PF1G0100120000119091816
Last Change Batch #:
Status: A
Trans #: 1
LOC: N
Export to External System: Y
☐ Inactive Loan?
Inactive Loan Date:
LOC Total Net Amt: 0
Date:
Servicer Code:
Fee Percentage:
Disclosure Print Indicator: S

Credit Information:
Credit Decision: A
Credit Decision Date: 01/19/2000
Last Date Updated:

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb

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The 30-Day Warning Report

*Select the **Direct Loan** tab*

*Select **30-Day Warning** as the Import Type*

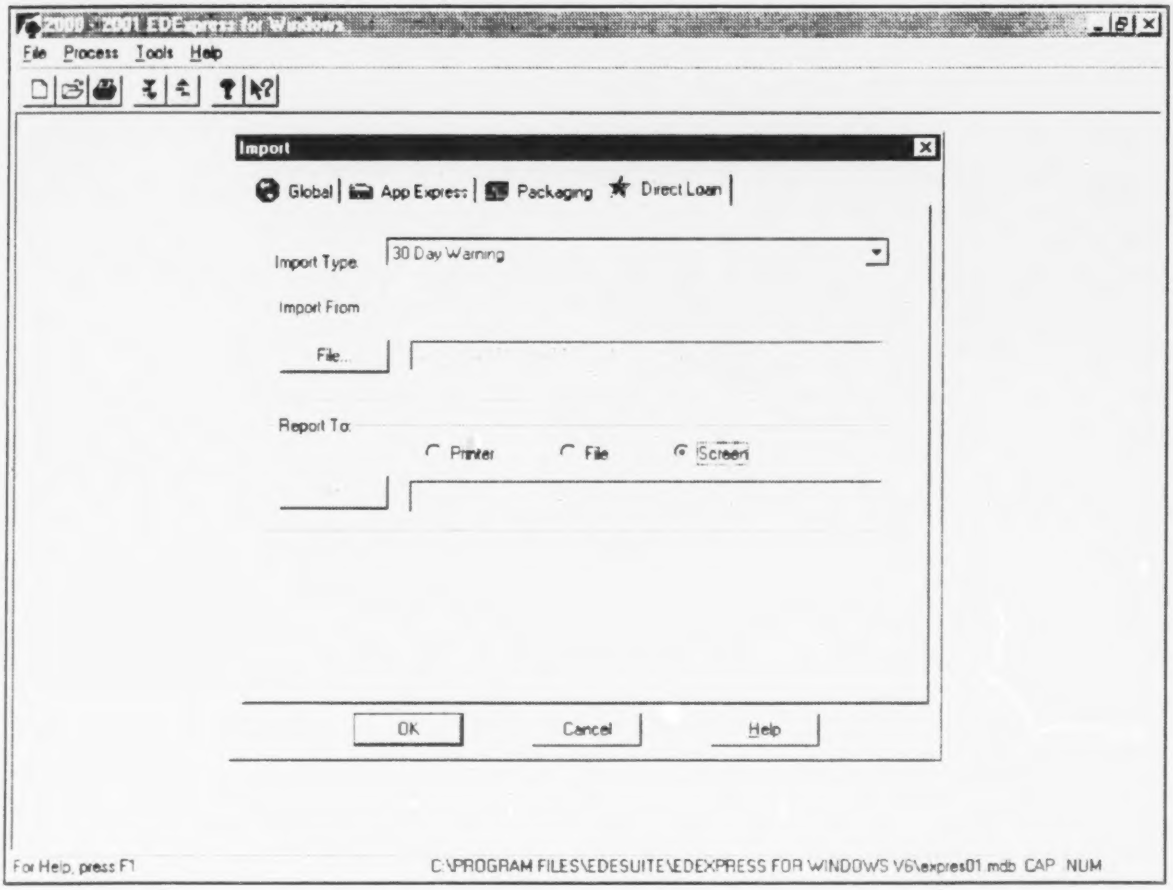
*Click the **Import From: File...** button*

Click the message class you wish to import

*Click **OK***

The Loan Origination Center generates a report listing loan IDs for which the LOC is has not received all components required to book the loan within 30 days of the initial disbursement

Note. Any record that has been inactivated by reducing the loan amount to $0 will not be included in the 30-day warning report sent by the LOC


2000 - 2001 EDExpress for Windows
File
Process
Tools
Help
Import
Global
App Express
Packaging
Direct Loan
Import From
File...
OK
Cancel
Help

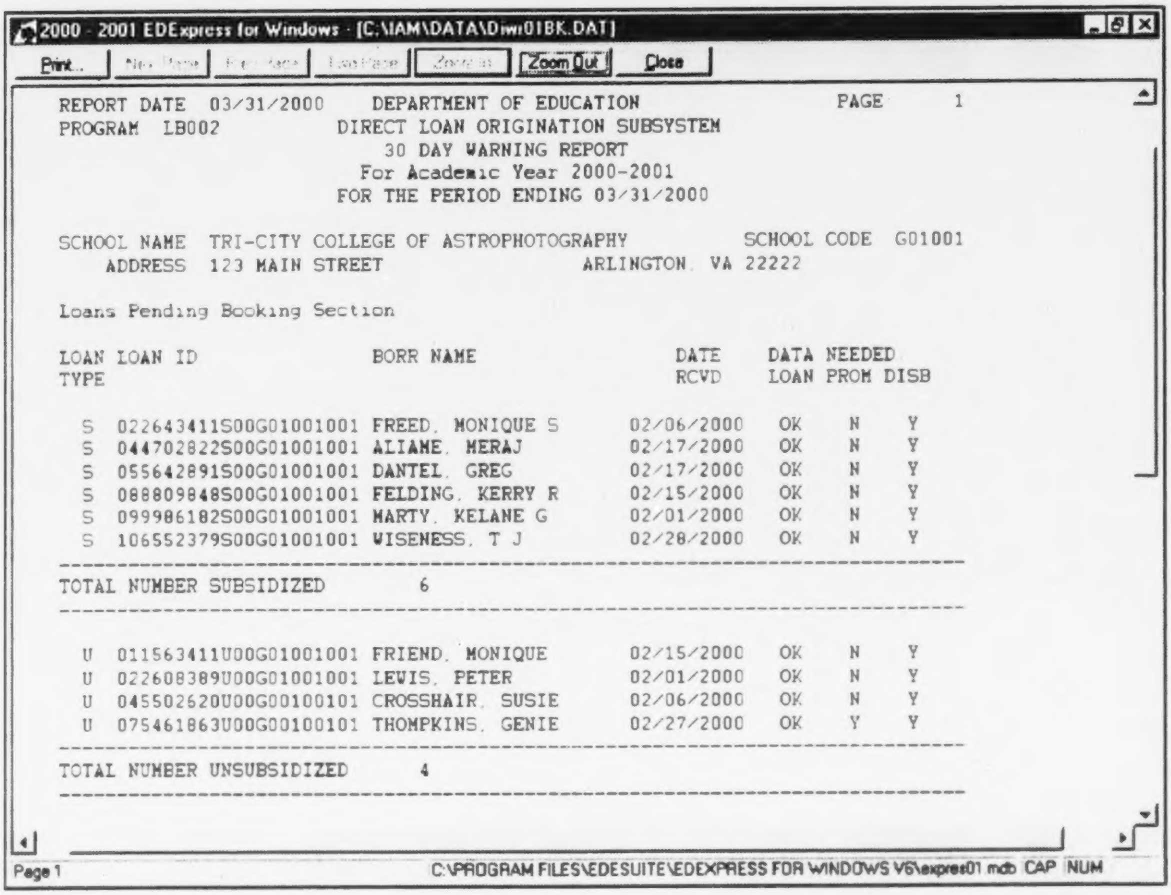
Import Type: 30 Day Warning

Report To: ○ Printer ○ File ● Screen

For Help, press F1

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb CAP NUM

The report is divided into sections for each type of loan (subsidized or unsubsidized). For each record columns provided information about what is needed to complete the booking process. The last section of the report provides a list of prom notes for which there is no corresponding origination record. See Appendix C for a sample print report


2000 - 2001 EDExpress for Windows - [C:\IAM\DATA\Diwi01BK.DAT]
Print...
Zoom Out
Close
Page 1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb
CAP
NUM

```
REPORT DATE  03/31/2000     DEPARTMENT OF EDUCATION               PAGE       1
PROGRAM  LB002          DIRECT LOAN ORIGINATION SUBSYSTEM
                              30 DAY WARNING REPORT
                            For Academic Year 2000-2001
                          FOR THE PERIOD ENDING 03/31/2000

SCHOOL NAME  TRI-CITY COLLEGE OF ASTROPHOTOGRAPHY          SCHOOL CODE  G01001
    ADDRESS  123 MAIN STREET                     ARLINGTON. VA 22222

Loans Pending Booking Section

LOAN LOAN ID                BORR NAME                DATE    DATA NEEDED
TYPE                                                 RCVD    LOAN PROM DISB

  S  022643411S00G01001001 FREED. MONIQUE S      02/06/2000   OK    N    Y
  S  044702822S00G01001001 ALIAME. MERAJ         02/17/2000   OK    N    Y
  S  055642891S00G01001001 DANTEL. GREG          02/17/2000   OK    N    Y
  S  088809848S00G01001001 FELDING. KERRY R      02/15/2000   OK    N    Y
  S  099986182S00G01001001 MARTY. KELANE G       02/01/2000   OK    N    Y
  S  106552379S00G01001001 WISENESS. T J         02/28/2000   OK    N    Y
------------------------------------------------------------------------------
TOTAL NUMBER SUBSIDIZED        6
------------------------------------------------------------------------------

  U  011563411U00G01001001 FRIEND. MONIQUE       02/15/2000   OK    N    Y
  U  022608389U00G01001001 LEWIS. PETER          02/01/2000   OK    N    Y
  U  045502620U00G00100101 CROSSHAIR. SUSIE      02/06/2000   OK    N    Y
  U  075461863U00G00100101 THOMPKINS. GENIE      02/27/2000   OK    Y    Y
------------------------------------------------------------------------------
TOTAL NUMBER UNSUBSIDIZED      4
------------------------------------------------------------------------------
```

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Lesson 6 Exercise

Scenario:

Valerie is a financial aid counselor in your office, and one of her assignments is to import all acknowledgments received from the LOC. However, she has been tied up in aid suspension review meetings all day and has asked you to import the origination acknowledgment files. Don't forget that there are files for both Stafford and PLUS.

Instructions:

1 Import the Stafford acknowledgment file.

Step	Action
1	Select **File, Import** from the menu
2	Click the **Direct Loan** tab
3	Select **Acknowledgment – Full Stafford** from the drop-down list in the **Import Type** field
4	Click the **File** button. Select the file **DISF01OP**.dat Click **Open**
5	Send the edit report to the screen
6	Click **OK** to import the batch
7	Click **OK** when you have finished viewing the batch report

2 Import the PLUS acknowledgment file **(dipf01op.dat)** using the same procedure.

3 Review the Batch Activity database.

Step	Action
1	Select **Tools, Browse** from the menu
2	Click the **Direct Loan** tab
3	Select **Batch Activity**
4	Use the horizontal scroll bars to view more information
5	Click **OK** when you have finished browsing

4 Open the records to review the status changes. What is the LOR status for each record?

998-48-8578

998-86-5966

Lesson 6 Exercise, continued

5 You have been notified by Valerie that a new batch of PLUS acknowledgments was received from the network mailbox and must be imported This is a PLUS Credit Decision batch **(dipc01op.dat)** in response to an origination sent in previously Import the batch and open the record(s) to review

6 Max Mum submitted a change of address form to you today You need to make the change to the loan record and export the changes

The new address is **875 Fern River, Plaxo, WV 23433**

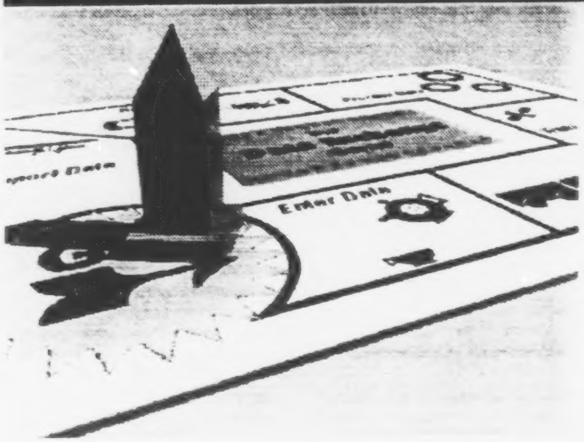
More Thinking:

Did any of the records in the Stafford acknowledgement file have an MPN on file at the LOC? If not, what do you surmise must be done for each of records?

Were all of the PLUS records accepted? What about the credit decision?

Where did you make the address change to Max Mum's record?

Unit 3



Master Promissory Notes

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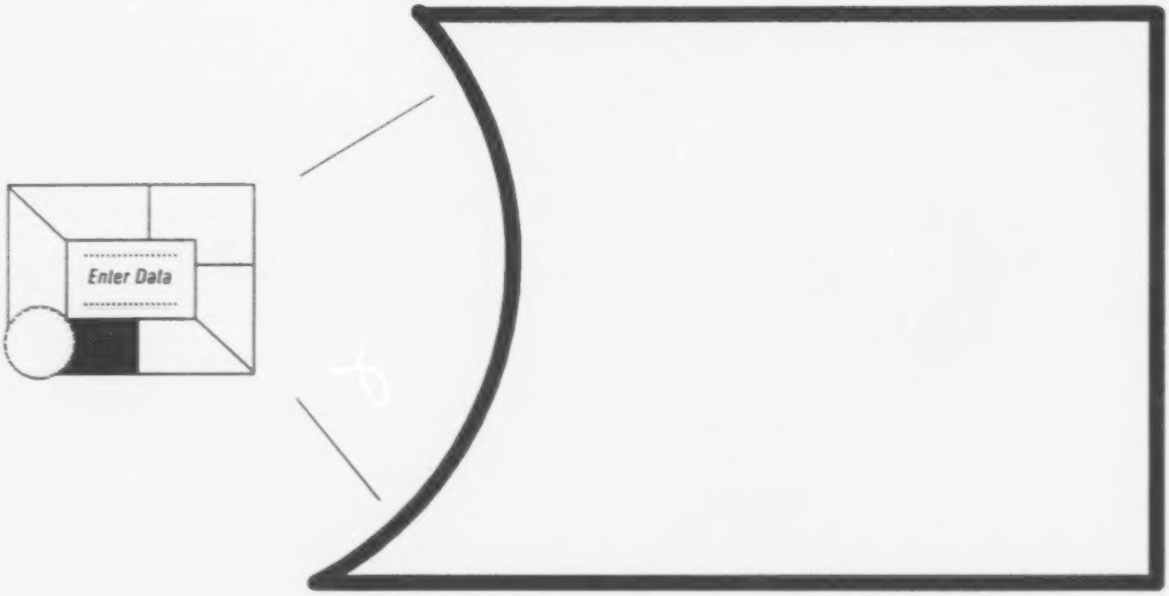
Lesson 1 - Enter Data

Objectives

At the end of this lesson you should be able to

1. Identify the steps in MPN processing for Multi-year and Single-year schools
2. Use the print function to print and link promissory notes from the record and batch level
3. Record signed and received notes in the student record
4. Understand the use of the MPN Exists flag



Master Promissory Note Procedures

For the 2000 - 2001 academic year, the Master Promissory Note (MPN) is the only approved promissory note for Direct Subsidized and Unsubsidized Stafford loans for all schools. At this time, the MPN concept will not be adopted for use in the PLUS program.

Multi-Year Schools

For the 2000-2001 academic year, the multi-year feature of the MPN will be available for 4-year undergraduate and graduate/professional schools. However, the regulations allow for other types of schools to use the multiple-year function, and procedures for these other schools are currently under development.

With this change, a borrower who is attending a school authorized for multi-year use of the MPN may have only one open MPN on file at the LOC for all Subsidized and Unsubsidized loans disbursed for academic year 1999-2000 and forward. For example, the open MPN at the LOC can be an MPN processed for year 1999-2000. This open MPN can be linked to a 1999-2000 and forward Subsidized or Unsubsidized loan. Because multiple loans are linked to an MPN, the promissory note print sequence number is no longer necessary. Even if the school is authorized for multi-year use of the MPN, the school or the borrower may choose a single-year use for their MPN.

An open MPN on file at the LOC is assigned to the borrower and is not limited to use at only one Direct Loan school. Therefore, a Direct Loan school that is eligible for multi-year functionality can use any MPN accepted by the LOC. Thus, all loans for a student are linked to the same MPN across Direct Loan schools and academic years. In other words, with the multi-year feature, the MPN is borrower specific and Direct Loan school nonspecific.

Remember: All MPNs have the potential to be multi-year, even though all schools are NOT authorized for multi-year use of the MPN.

Multi-Year Schools, continued

MPN Processing

In establishing your institutional procedures you will want to consider the following processing options:

- Use of the MPN Exists flag. If you know that a Direct Loan MPN exists for a particular borrower (from institutional records, the ISIR or NSLDS), you can mark this field. In doing so, EDExpress will allow you to add actual disbursements without printing a new MPN or marking it as signed.
- Wait for the Loan Origination Acknowledgment. The Promissory Note and MPN status flags will be updated if the LOC has an accepted and active MPN record for the borrower.
- Print a new MPN at the start of the academic year for each loan record.

Confirmation Process

Schools that are authorized for and choose to use the multi-year feature of the MPN must develop and document a confirmation process or processes. You can utilize the guidance provided in GEN-98-25 in developing a confirmation process.

The confirmation process can be part of or supplement existing notifications and disclosures, and may be active (requiring borrower action before you disburse the loan) or passive (requiring the borrower action before you disburse the loan only if the borrower does not want the loan for AY 2000-2001). Some examples include:

Active Confirmation Process

- Signed Award Letters
- Documenting an electronic notification (such as the use of a PIN)

Passive Confirmation Process

- Award Letters (no signature)
- Disclosure Statements

Single-Year Schools

If a school is NOT authorized for multi-year use of the MPN or is authorized for, but chooses not to use the multi-year feature of the MPN (single-year schools), a new MPN must be generated each academic year for each borrower A single-year school must use an MPN generated at or for that institution for the same academic year, for the same student to the same MPN For single-year schools, the MPN is borrower and school specific

MPN Processing

In establishing your institutional procedures you will want to utilize the following MPN process flow

- A single-year school must print a new MPN at the start of each new academic year

For subsequent loans within an academic year:

- Use the MPN Exists flag If you have already created an MPN for a particular borrower during this particular academic year you may utilize this field In doing so, the software will allow you to add actual disbursements without printing a new MPN or marking it as signed in the software
- Wait for the loan
- Print a new MPN for each loan record

Loan Origination Center Linking of MPNs

The Loan Origination Center links MPNs based on the following information

- Social Security Number
- Date of Birth
- First three characters of the first name

Valid MPN

An open MPN is valid for up to 10 years from the date of the first anticipated disbursement if an actual disbursement has been made. If a student doesn't want additional loans attached to an open MPN, they must make a written, signed request to the ED (Direct Loan Servicing Center) or the school - the school forward the notices to the LOC. Once an MPN is closed, no new loans can be disbursed without a new MPN being generated and signed. However, all disbursements and booking activity for the loans already attached to the closed MPN will be processed

Expiration of the MPN

An MPN will expire upon the earliest of

1. The date the LOC receives written notification from the student borrower asking that the MPN no longer be used as the basis for making additional loans
2. One year after the date of the first anticipated disbursement if no disbursement has been made under the MPN during that past twelve month period
3. Ten years after the date of the first anticipated disbursement if an actual disbursement has been made

Borrower's Rights and Responsibilities

The Borrower's Rights and Responsibilities Statement (which accompanies the MPN) discloses additional loan information for borrowers. The Borrower's Rights and Responsibilities Statement provides the student with information about their rights as well as their obligations associated with their loans. It must be sent to the borrower with the MPN

Sample copies of the Direct Subsidized/Direct Unsubsidized Loan Master Promissory Note, Disclosure Statement, and the Plain Language Disclosure are included in the appendix

Master Promissory Note Print Process

The MPN print process consists of seven steps

1. Print notes
2. Obtain borrower signatures.
3. Review the notes to ensure complete and accurate data
4. Record notes as signed and received in EDExpress
5. Use the Print function to create a paper shipping manifest
6. Mail the signed notes to the LOC with the paper shipping manifest
7. Import the promissory note acknowledgment into EDExpress

Print Site Options

You determine your print location by setting the Print Site Option in System Setup (see Unit 2 for more information) Standard Origination schools must set this option to S (the LOC prints and sends notes to the borrower) Borrowers at Standard Origination schools should communicate to the school any changes to their promissory note that have been sent to the LOC

Option 1 and Option 2 schools may set the option to R (the LOC prints and returns notes to the school)

Promissory Note Print Option Codes

O = Onsite (Option 1 and Option 2 schools using EDExpress)

R = LOC prints and returns to school (Option 2 and Option 1 schools only)

S = LOC prints and sends to borrower (Standard Option schools only)

Z = Reprinted at the LOC

F = On-Site (Option 2 schools only, not using EDExpress)

Promissory Note Status & MPN Status

The P-note status indicates where the record stands in your EDExpress promissory note process.

P-Note Status Flags	
N	Not ready to Print (Subsidized or Unsubsidized only)
R	Ready to Print
P	Printed/Requested to Print
S	Signed
M	Manifested
X	Pending – The Promissory Note is accepted but there is no Loan Origination Record to link it to at the LOC.
A	Accepted by the LOC

The MPN Status indicates where the record stands in the LOC MPN process. The cycle is complete when both are at an "A" status.

MPN Status Flags	
I	MPN Inactive
C	MPN Closed
P	MPN not on File
X	MPN Accepted, Pending Loan Origination Record.
A	Accepted

Status Flag Rules

1. When loan records are ready to send to the LOC (loan origination status = "R"), EDExpress also sets their promissory note status to R (Subsidized and Unsubsidized loans only).
2. As notes are printed, their promissory note status will change to "P" (printed).
3. The next step is to update records for notes that are returned to you after having been signed by the borrower. This step sets the promissory note status to "S" (signed). The promissory note information box indicates when the note is ready to be included on a manifest.
4. When the shipping manifest has been printed and the notes have been mailed to the LOC the status flag changes to "M" (manifested).
5. The electronic acknowledgment sets the promissory note status to A (accepted) or X (pending). Unacceptable notes must be corrected or reprinted and/or resubmitted to the LOC on a new manifest. Pending notes could not be processed by the LOC because the origination has not yet been sent.
6. For a pending note, the acknowledgment will be received in the origination record acknowledgment.

Accepted Note ID / MPN ID

Since the MPN is used for the Subsidized and Unsubsidized loans, a student will only have one prom note for both loans. When the MPN is sent to the LOC, an accepted MPN ID is created for the note and is stored in each loan record in EDExpress when you import the acknowledgment file. The LOC will link the records for each loan associated with the MPN by the student's Social Security Number, date of birth, and the first three letters of the their first name.

Producing Promissory Notes

Option 1 and 2 Origination

- Schools may print a promissory note, using either software or preprinted forms provided by ED or other software that prints the entire form, commonly referred to as a "Flash Form" (provided that the resulting promissory note meets ED specifications)

If you develop your own promissory notes, you must have them reviewed and approved by the Department of Education. Promissory Notes for review should be sent to

U.S. Department of Education
ATTN: Promissory Note Testing
P.O. Box 2132
Montgomery, AL 36102-2132

When sending promissory notes for review, you should send an original promissory note that contains sample data. If you have questions about the status of their promissory note in review, they may call 800/848-0978 and ask for the Promissory Note Testing Manager

- If your school chooses to include a school bar code on promissory notes, prior approval from ED is not required. However, the bar code may not be placed in the bottom margin of the note. The entire margin is reserved for ED's processor. Space has been provided for the school barcode in the header of the MPN directly to the left of the OMB approved box
- If your school decides to have the LOC print its promissory notes, the request must be made prior to the records being batched. This request must be entered in each student's record

Note: Schools may request that the LOC provide this service without changing their origination option functions

- The LOC can send borrower-specific printed promissory notes to the school within three business days of receipt of the request

Standard Origination

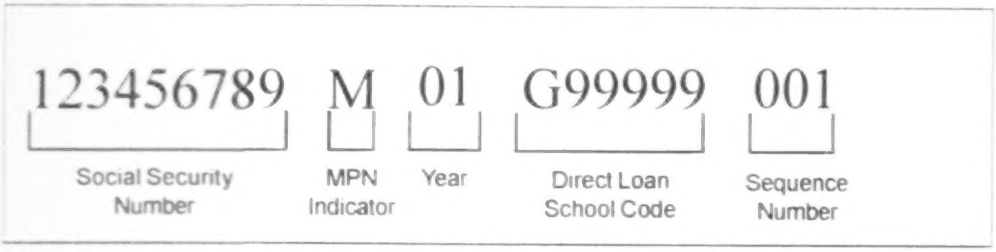
- For schools using the Standard origination option, the LOC prints all notes and sends them directly to the borrowers

Address Considerations for Sending Promissory Notes

- The parent's permanent address must appear on the Direct PLUS promissory note
- The student's permanent address should be provided on the Master Promissory Note
- Depending on when the note is mailed (e.g., if school is already in session), the school may choose to mail it to the student's local address, even though the permanent address appears on the note

Master Promissory Note (MPN) ID

The MPN ID prints on the MPN, and is generated by EDExpress. All subsequent change records will have the same ID number and the ID number will provide the link back to the MPN



The Master Promissory Note ID prints on the MPN. This identification number is used by the LOC to link loans to the MPN

On newly printed MPNs, the format of the MPN ID has changed to use "M" as the MPN indicator instead of "S" or "U" in the loan type code field.

Multi – year Schools and MPN IDs

The MPN IDs for multi-year schools will be different from previous years. When loan records are submitted to the LOC, they will be returned with the MPN ID of the record that is currently on file

This ID could contain a loan type "S," "U" or an "M." It may contain a school code different from your institution and may also contain the cycle year (00) from a previous academic year. This is OK!

The LOC will always include the current accepted MPN on file. If your institution prints an MPN for the new academic year, the new MPN ID would only appear on the new loan record IF it was submitted prior to the Loan Origination Record. If it was not submitted earlier than the Loan Origination Record, the LOC will hold the MPN and link it to any subsequent loans

Important. You do not need to change your processing flow because of this. The loan ID's and MPN ID's do not need to match for records to successfully link

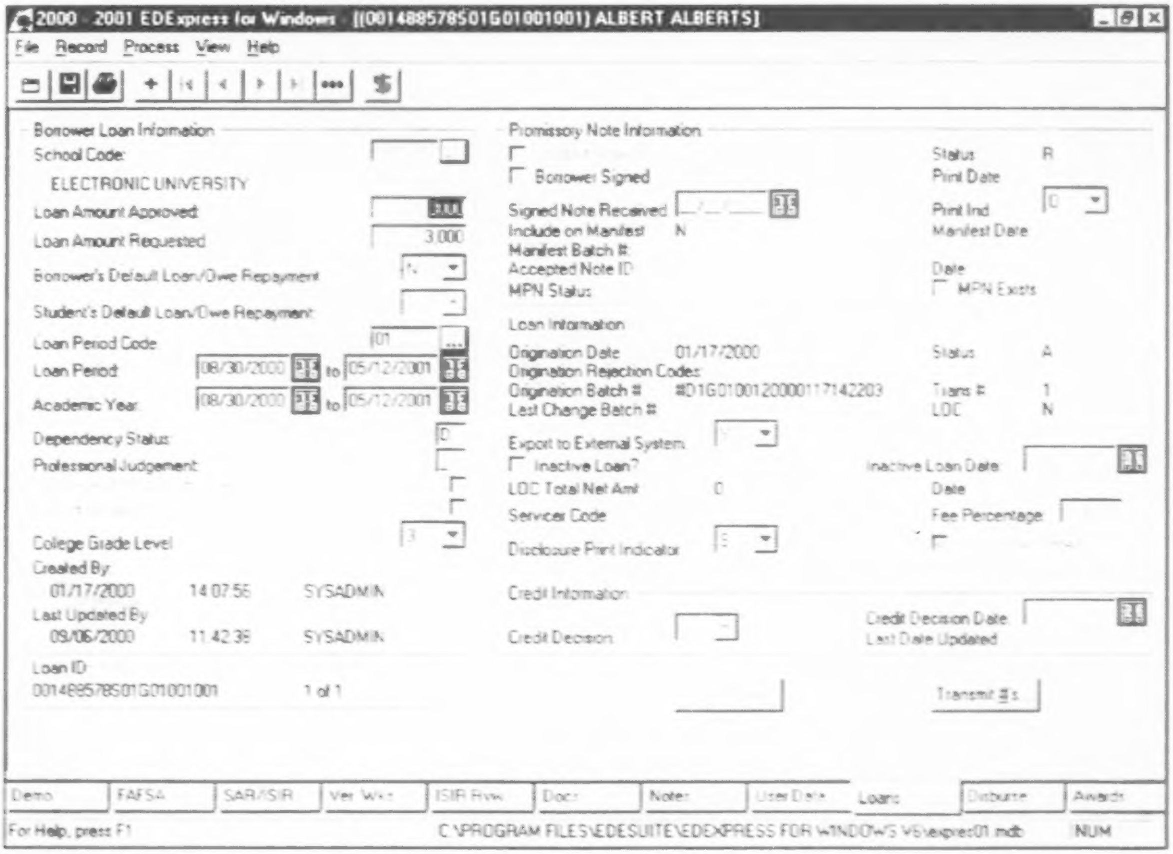
Single Printing and Linking an MPN from the Record Level

If you have a loan record open, you can print a promissory note for that record. In this example we will print the promissory note for the subsidized loan. Albert Alberts also has an Unsubsidized loan. We selected this scenario to demonstrate new functionality that will link the two loans to the MPN. The Promissory Note Status of the Unsubsidized loan is P.

Note: When printing the MPN, a first name is required.

Open the student's record.

Click the ***Print*** *icon on the menu bar, or select* ***File/Print****.*



2000 - 2001 EDExpress for Windows - [(00148857850 1G01001001) ALBERT ALBERTS]

Borrower Loan Information

School Code:

ELECTRONIC UNIVERSITY

Loan Amount Approved: 3,000

Loan Amount Requested: 3,000

Borrower's Default Loan/Owe Repayment: N

Student's Default Loan/Owe Repayment:

Loan Period Code: 01

Loan Period: 08/30/2000 to 05/12/2001

Academic Year: 08/30/2000 to 05/12/2001

Dependency Status: D

Professional Judgement:

College Grade Level: 3

Created By: 01/17/2000 14:07:56 SYSADMIN

Last Updated By: 09/06/2000 11:42:39 SYSADMIN

Loan ID: 00148857850 1G01001001 1 of 1

Promissory Note Information

☐

☐ Borrower Signed

Signed Note Received: __/__/____

Include on Manifest: N

Manifest Batch #:

Accepted Note ID:

MPN Status:

Status: R

Print Date:

Print Ind: 0

Manifest Date:

Date:

☐ MPN Exists

Loan Information

Origination Date: 01/17/2000

Origination Rejection Codes:

Origination Batch #: #D1G01001200001171422 03

Last Change Batch #:

Status: A

Trans #: 1

LOC: N

Export to External System:

☐ Inactive Loan?

Inactive Loan Date:

LOC Total Net Amt: 0

Date:

Servicer Code:

Fee Percentage:

Disclosure Print Indicator: S

☐

Credit Information

Credit Decision:

Credit Decision Date:

Last Date Updated:

For Help, press F1   C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb   NUM

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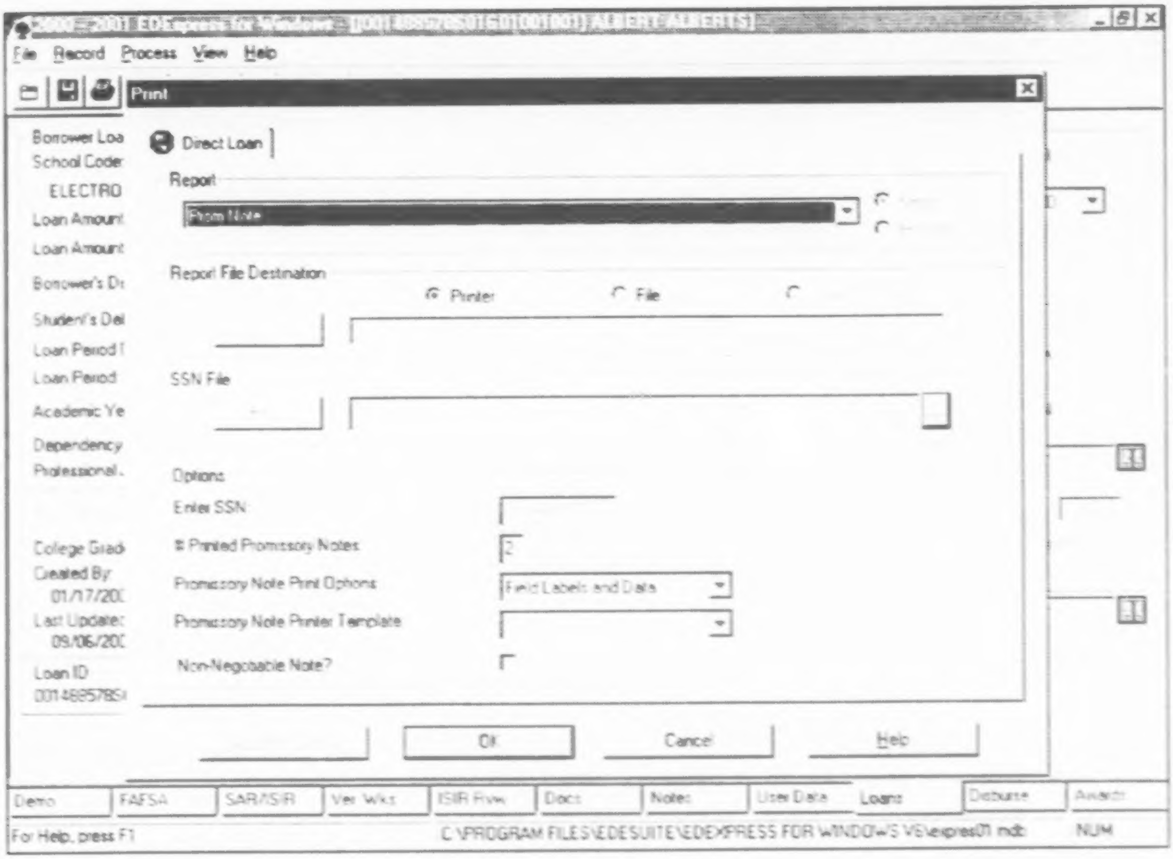
Select the report **Prom Note**.

Click **OK**

Note You must send the output of a promissory note to a printer or file for the promissory note status to be updated



Print

Direct Loan

Report: Prom Note

Report File Destination: ● Printer ○ File ○

SSN File

Options

Enter SSN

Printed Promissory Notes: 2

Promissory Note Print Options: Field Labels and Data

Promissory Note Printer Template

Non-Negotiable Note? ☐

For Help, press F1

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb

File
Record
Process
View
Help
Borrower Loa
School Code
ELECTRO
Loan Amount
Loan Amount
Borrower's D
Student's Dat
Loan Period
Loan Period
Academic Ye
Dependency
Professional
College Grad
Created By
01/17/200
Last Update
09/06/200
Loan ID
00148857850
OK
Cancel
Help
Demo
FAFSA
SAR/ISIR
Ver Wks
ISIR Rvw
Docs
Notes
User Data
Loans
Disburse
Awards
NUM

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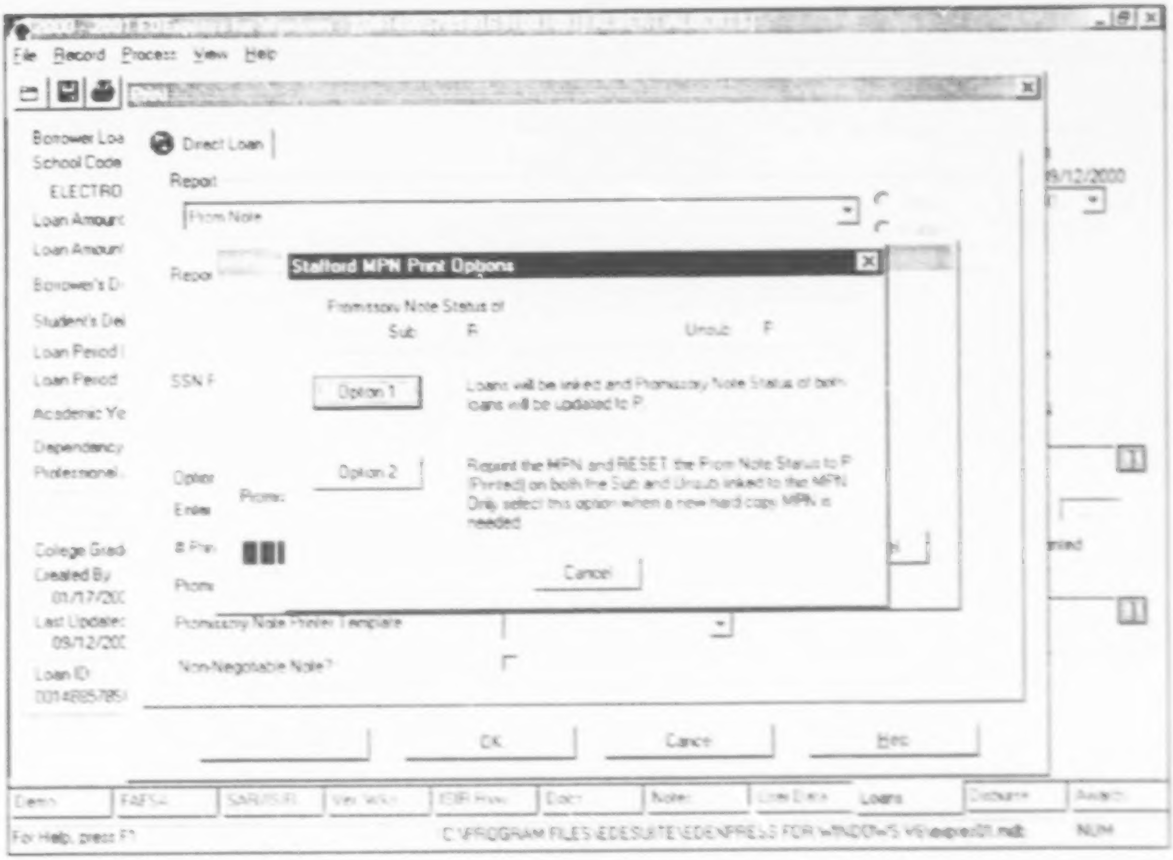
This dialog box will display when you attempt to print a Promissory Note for a loan, and there is another loan that exists (i.e. a subsidized and an unsubsidized loan)

Option 1 provides the Prom Note Status of both loans, defines what the status will be updated to, and indicates that both loans will be linked to the MPN. The text in this box will change, depending on the status of the Prom Note on each loan record.

Option 2 is used to Reprint a Promissory Note. It is important for you to remember that if you use this option, the Prom Note Status on the Sub and Unsub linked to this MPN will be reset to P (printed).

Note: If you just want to print a nonnegotiable note, Use the nonnegotiable note? checkbox on the print screen. The Stafford MPN Print Options screen below will not display if you use the nonnegotiable checkbox.

Select **Option 1**


File Record Process View Help
Borrower Loan
School Code
ELECTRO
Loan Amount
Loan Amount
Borrower's D
Student's Del
Loan Period
Loan Period
Academic Ye
Dependency
Professional
College Grad
Created By
01/17/200
Last Updated
09/12/200
Loan ID
0014885785
Direct Loan
Report
Prom Note
09/12/2000
Stafford MPN Print Options
Option 1
Option 2
Cancel
Promissory Note Printer Template
Non-Negotiable Note?
OK
Cancel
Help
Demo
FAFSA
SAR/ISIR
Loans
Disburse
Awards
Notes
For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb
NUM

Promissory Note Status of
Sub: P Unsub: P

Option 1: Loans will be linked and Promissory Note Status of both loans will be updated to P.

Option 2: Reprint the MPN and RESET the Prom Note Status to P (Printed) on both the Sub and Unsub linked to the MPN. Only select this option when a new hard copy MPN is needed.

Linking Promissory Notes

The software will only link Promissory Notes with the same sequence numbers (i e 001) When the status of the second record is at 'R' ready to print, the print-linking process will update the status of the second record to the status of the first record

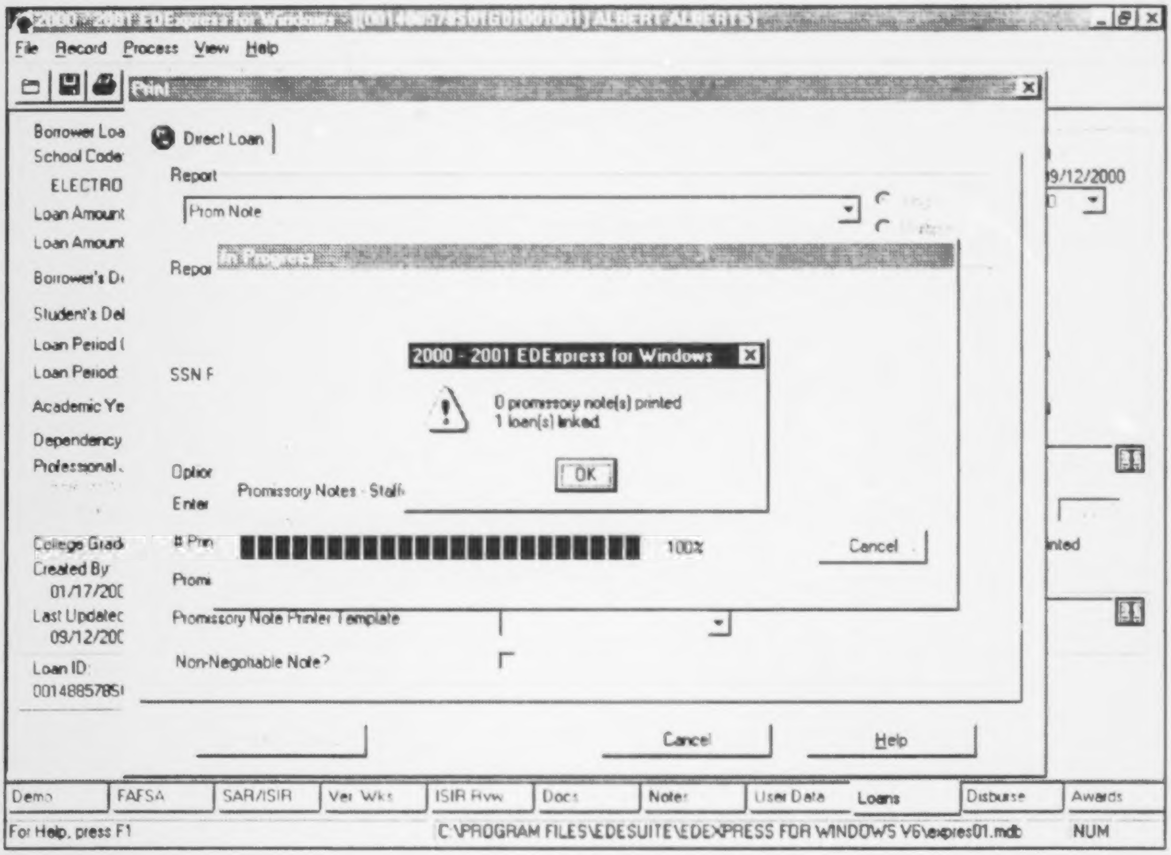
Status of Second Record	Status of First Record	Both Records Become
R	P	P
R	S	S
R	M	M
R	A	A

If you create a subsequent loan (i e 002) for the same borrower, there are two ways to link the subsequent loan to the existing MPN

- Check the MPN Exists Flag if you need to disburse and then transmit the Loan Origination Record to the LOC The acknowledgment will update the MPN ID and MPN Status
- Transmit the Loan Origination Record and wait for the acknowledgment to update the MPN ID and MPN Status of the subsequent loan and then disburse

This pop-up window perfectly illustrates how the system works using the MPN. When you chose option 1 on the previous screen, EdExpress printed zero prom notes (because the Unsub prom note had already been printed), and linked the Sub loan to the existing MPN. The Prom-note status of both the Sub and Unsub is now P.

Click **OK** to close the window



2000 - 2001 EDExpress for Windows

0 promissory note(s) printed
1 loan(s) linked

File
Record
Process
View
Help
Print
Direct Loan
Report
Prom Note
In Progress
Promissory Notes - Staff
100%
Cancel
OK
Promissory Note Printer Template
Non-Negotiable Note?
Cancel
Help
Demo
FAFSA
SAR/ISIR
Ver Wks
ISIR Rvw
Docs
Notes
User Data
Loans
Disburse
Awards
For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb
NUM

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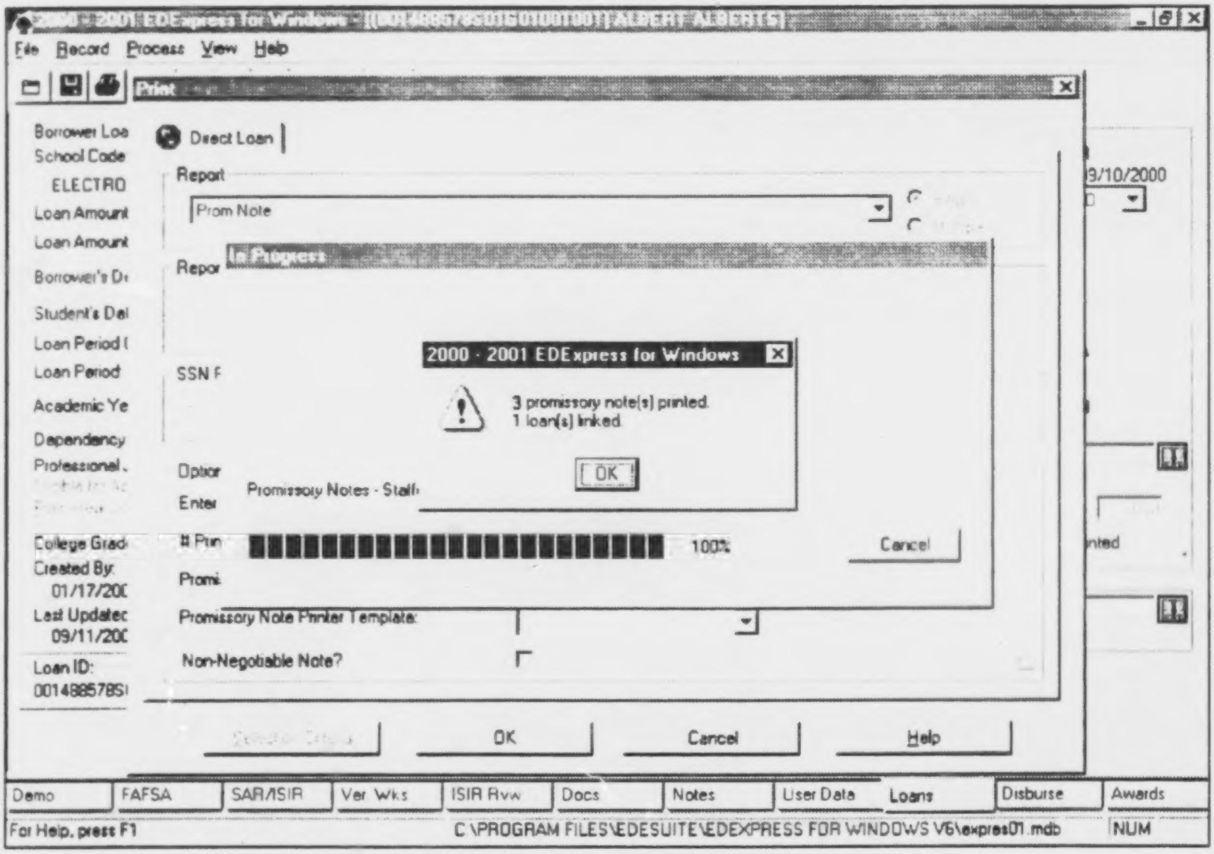
*Click **OK** to close the window*

This pop-up window would have displayed directly after the print dialog box if the prom note status on both the Sub and Unsub loan was R (Ready to print). The message indicates three promissory notes printed. This means one is the MPN for the borrower, one is the copy the school keeps for its files, and one is sent to the LOC. (This print number is established as part of the Direct Loan Setup.) One MPN printed for the base loan, and the other loan is linked to that MPN.


2000 - 2001 EDExpress for Windows
File Record Process View Help
Print
Borrower Loa
School Code
ELECTRO
Loan Amount
Loan Amount
Borrower's D
Student's Dal
Loan Period (
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Created By:
01/17/200
Last Updated
09/11/200
Loan ID:
00148857BS
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nted
Cancel
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Help
Demo
FAFSA
SAR/ISIR
Ver. Wks
ISIR Rvw
Docs
Notes
User Data
Loans
Disburse
Awards
NUM

Report: Prom Note

2000 - 2001 EDExpress for Windows

3 promissory note(s) printed.
1 loan(s) linked.

OK

Promissory Notes - Staff

100%

Promissory Note Printer Template:

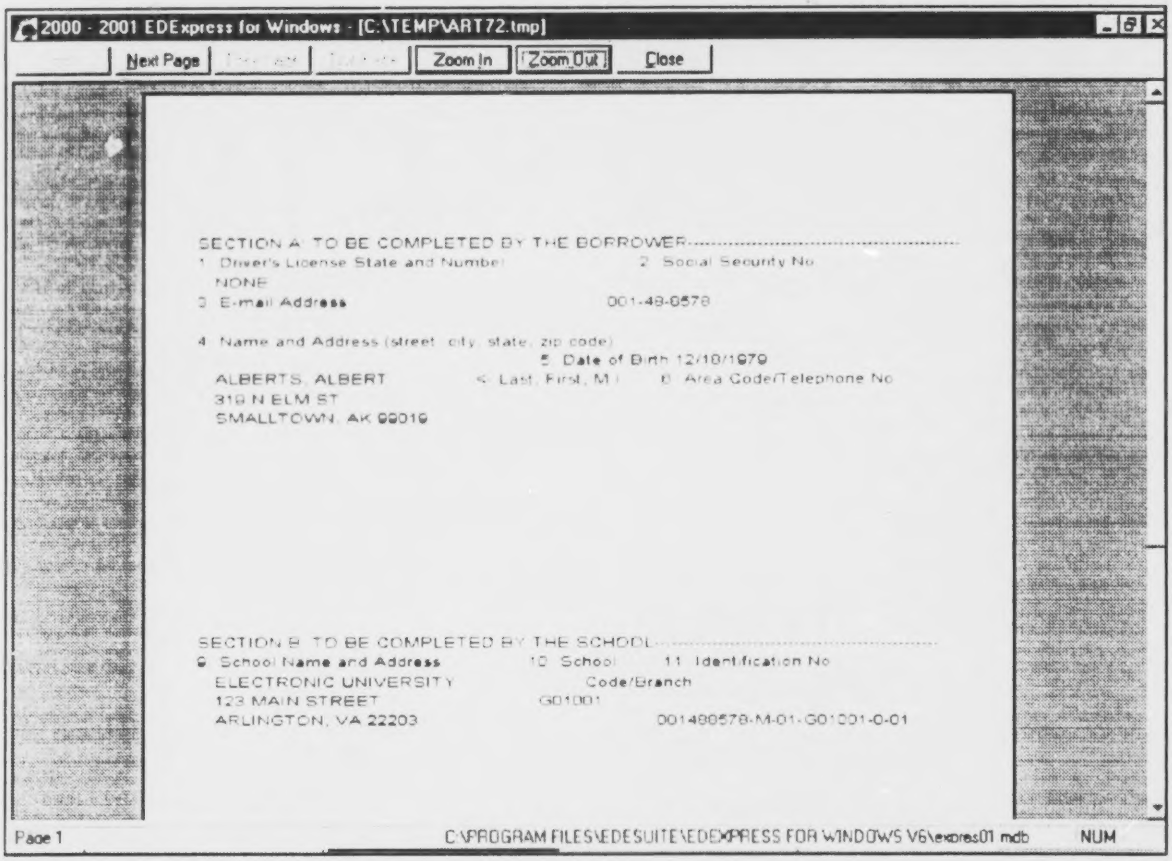
Non-Negotiable Note? ☐

For Help, press F1

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb

The software prints the loan-specific information to fill in the preprinted promissory note

Click **Close**


2000 - 2001 EDExpress for Windows - [C:\TEMP\ART72.tmp]
Next Page
Zoom In
Zoom Out
Close
Page 1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01 mdb
NUM

SECTION A: TO BE COMPLETED BY THE BORROWER
1 Driver's License State and Number
NONE
2 Social Security No
001-48-0578
3 E-mail Address

4 Name and Address (street, city, state, zip code)
ALBERTS, ALBERT (Last, First, M.I.)
319 N ELM ST
SMALLTOWN, AK 99019
5 Date of Birth 12/18/1979
6 Area Code/Telephone No

SECTION B: TO BE COMPLETED BY THE SCHOOL
9 School Name and Address
ELECTRONIC UNIVERSITY
123 MAIN STREET
ARLINGTON, VA 22203
10 School Code/Branch
G01001
11 Identification No
001480578-M-01-G01001-0-01

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Multiple Printing and Linking to an MPN

*Select **File/Print** or click the **Print** button*

*Click the **Direct Loan** tab*

*Select the report **Promissory Note - Stafford**.*

*Click **Multiple***

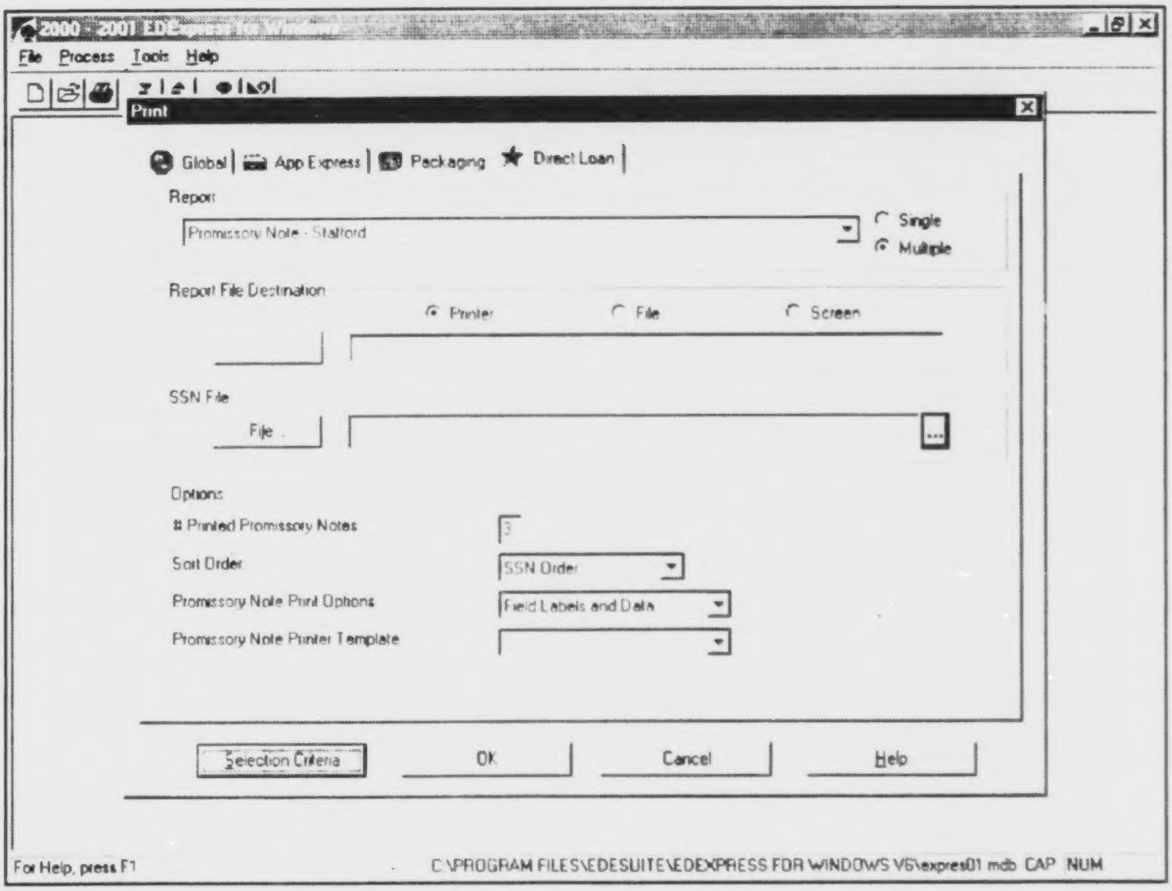
*Select **Screen** as the output destination*

*Click on **Selection Criteria**.*

EDExpress provides you the option of printing multiple promissory notes using the Print function. In this example, we will print a group of Stafford loan notes using Selection Criteria.

At the batch level, as at the record level (selecting "Multiple" or "Single") the software will only **link** records with the same sequence number and when only one of the records has a status of R. If both records have a status of "R" the software will **print** the note and **link** the records.

Note: You must send the output of a promissory note to a printer or file for the promissory note status to be updated.


2000 - 2001 EDExpress
File
Process
Tools
Help
Print
Global
App Express
Packaging
Direct Loan
Report
Single
Multiple
Report File Destination
Printer
File
Screen
SSN File
File...
Options
Selection Criteria
OK
Cancel
Help
For Help, press F1

Report: Promissory Note - Stafford

○ Single
● Multiple

Report File Destination: ● Printer ○ File ○ Screen

Printed Promissory Notes: 3

Sort Order: SSN Order

Promissory Note Print Options: Field Labels and Data

Promissory Note Printer Template:

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb CAP NUM

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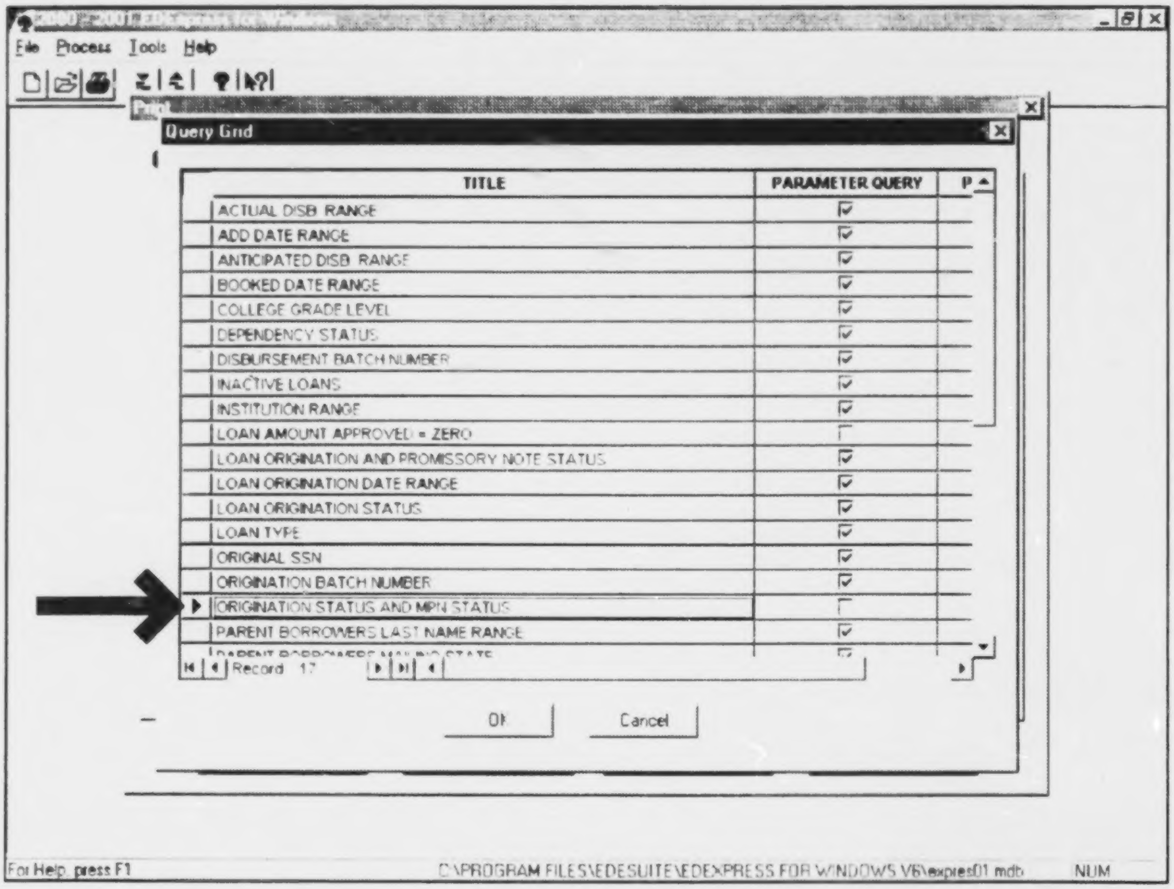
We will use a User Defined query which you may want to create that includes Loan Origination Status and MPN Status as the Selection Criteria. We want to print multiple promissory notes for loans that have an origination status of "A", which indicates it has been accepted by the LOC and an MPN not equal to "A". This will ensure that records that already have an MPN will not be selected.

Click on the ***Ellipsis*** *button next to the Query title field*

Select ***Origination Status and MPN Status*** *from the list of criteria*

Click ***OK***

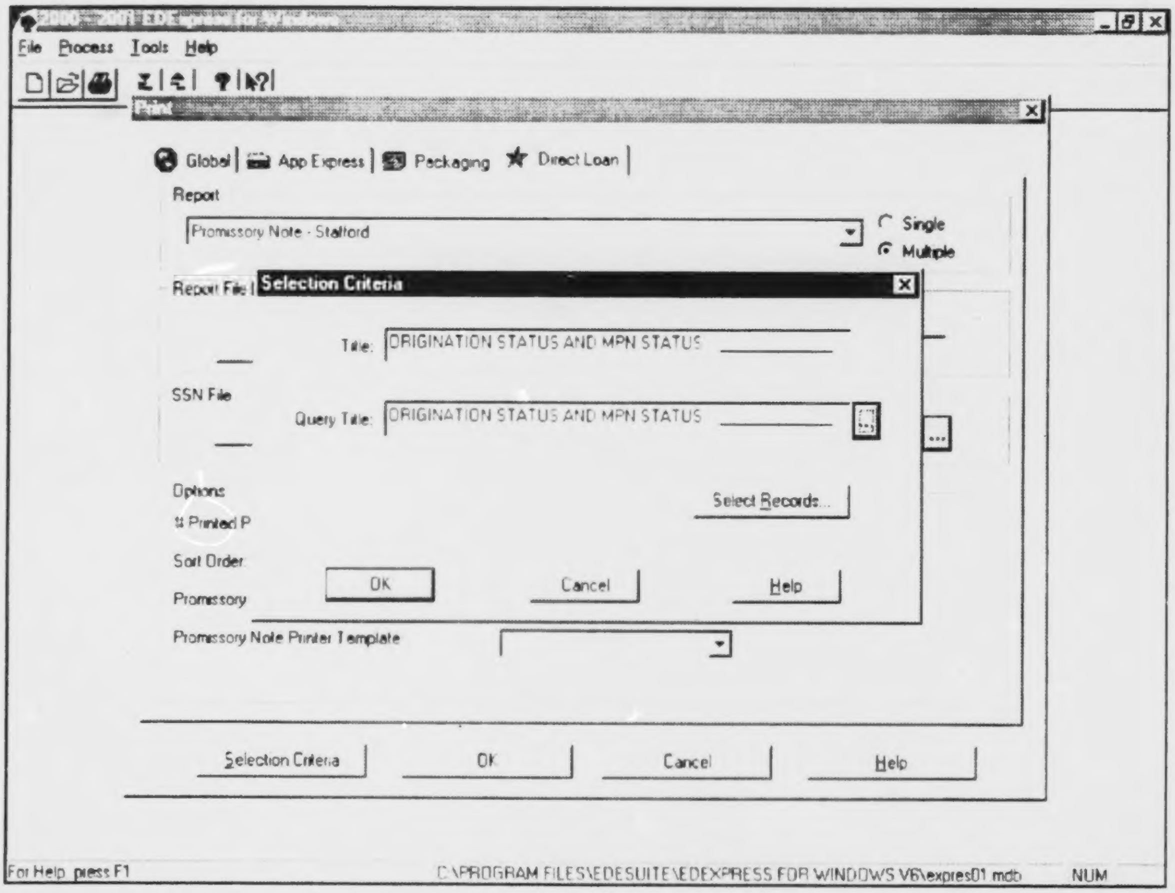


TITLE	PARAMETER QUERY	P
ACTUAL DISB RANGE	☑	
ADD DATE RANGE	☑	
ANTICIPATED DISB RANGE	☑	
BOOKED DATE RANGE	☑	
COLLEGE GRADE LEVEL	☑	
DEPENDENCY STATUS	☑	
DISBURSEMENT BATCH NUMBER	☑	
INACTIVE LOANS	☑	
INSTITUTION RANGE	☑	
LOAN AMOUNT APPROVED = ZERO	☐	
LOAN ORIGINATION AND PROMISSORY NOTE STATUS	☑	
LOAN ORIGINATION DATE RANGE	☑	
LOAN ORIGINATION STATUS	☑	
LOAN TYPE	☑	
ORIGINAL SSN	☑	
ORIGINATION BATCH NUMBER	☑	
ORIGINATION STATUS AND MPN STATUS	☐	
PARENT BORROWERS LAST NAME RANGE	☑	

For Help, press F1

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb

When the Selection Criteria window redisplays, click ***OK*** *again*



2000 - 2001 EDExpress for Windows

Print

Report: Promissory Note - Stafford

○ Single
● Multiple

Selection Criteria

Title: ORIGINATION STATUS AND MPN STATUS

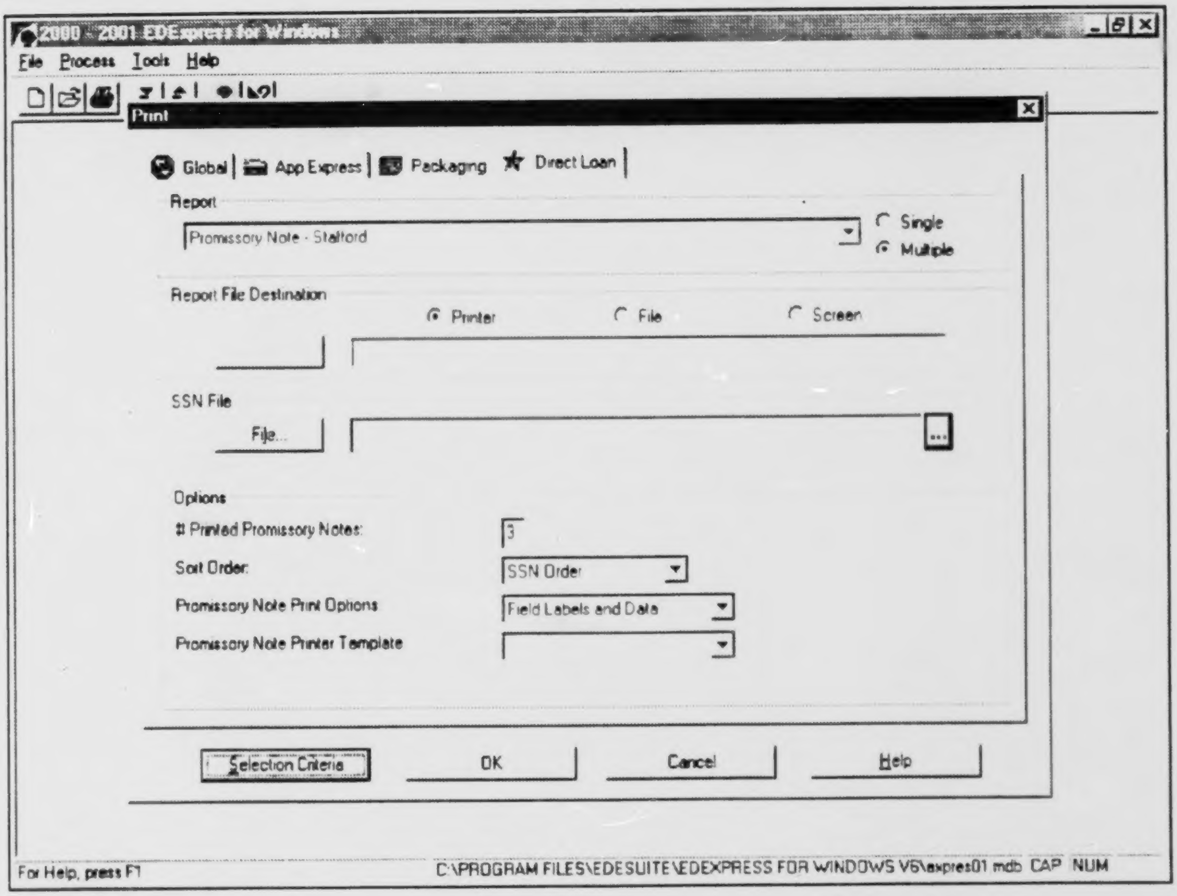
Query Title: ORIGINATION STATUS AND MPN STATUS

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb

File
Process
Tools
Help
Global
App Express
Packaging
Direct Loan
Report File
SSN File
Options
# Printed P
Sort Order
Promissory
Promissory Note Printer Template
Select Records...
OK
Cancel
Help
Selection Criteria
OK
Cancel
Help
For Help, press F1
NUM

The Print window redisplays. If you need to reprint promissory notes (i.e. if you lost a batch) you may reprint from within the record or printing batch promissory notes selecting "multiple" and using selection criteria.

Click ***OK***


2000 - 2001 EDExpress for Windows
File
Process
Tools
Help
Print
Global
App Express
Packaging
Direct Loan
File...
Selection Criteria
OK
Cancel
Help

Report: Promissory Note - Stafford
○ Single
● Multiple

Report File Destination
● Printer
○ File
○ Screen

SSN File

Options
Printed Promissory Notes: 3
Sort Order: SSN Order
Promissory Note Print Options: Field Labels and Data
Promissory Note Printer Template:

For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb CAP NUM

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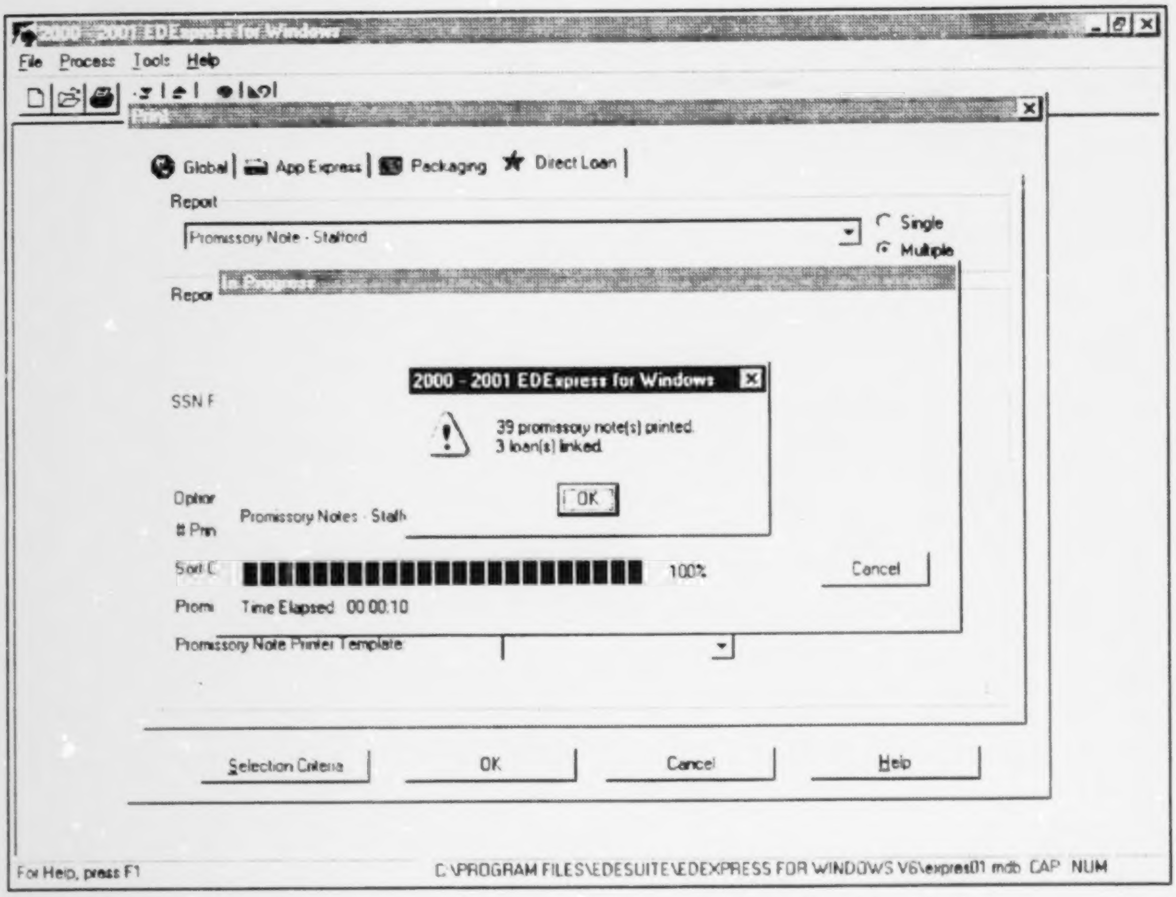
*Click **OK** to close*

The status box indicates that 39 promissory notes were printed and 3 of the loans were linked


2000 - 2001 EDExpress for Windows
File
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Tools
Help
Print
Global
App Express
Packaging
Direct Loan
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Sort C
Promi
In Progress
Promissory Notes - Staff
100%
Cancel
Promissory Note Printer Template
Selection Criteria
OK
Cancel
Help
For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb CAP NUM

Report: Promissory Note - Stafford
○ Single
● Multiple

2000 - 2001 EDExpress for Windows

39 promissory note(s) printed.
3 loan(s) linked.

OK

Time Elapsed 00:00:10

Suggested Queries for Reprinting MPN's

Use the following predefined query to help you reprint promissory notes

Note A "PARAMETER" in the query indicates that you will be prompted to supply the value for the field each time you use the query

- For example, if you lose a single MPN you could use the predefined query, "Loan Origination and Promissory Note Status"

  (LOAN ID = [PARAMETER]) AND

  (PROMISSORY NOTE STATUS = [PARAMETER])

Create the following queries to help you reprint promissory notes

- If you lose a print file

  (PROMISSORY NOTE STATUS = P) AND

  (PROM NOTE PRINT DATE = [PARAMETER])

- If you lose a batch

  (PROMISSORY NOTE STATUS = M) AND

  (PROM NOTE MANIFEST BATCH ID = [PARAMETER])

Remember You can also reprint individual MPNs from within the loan record

Printing a Promissory Note List

Once you have printed multiple promissory notes, you can print a promissory note list to see the updated status for the records

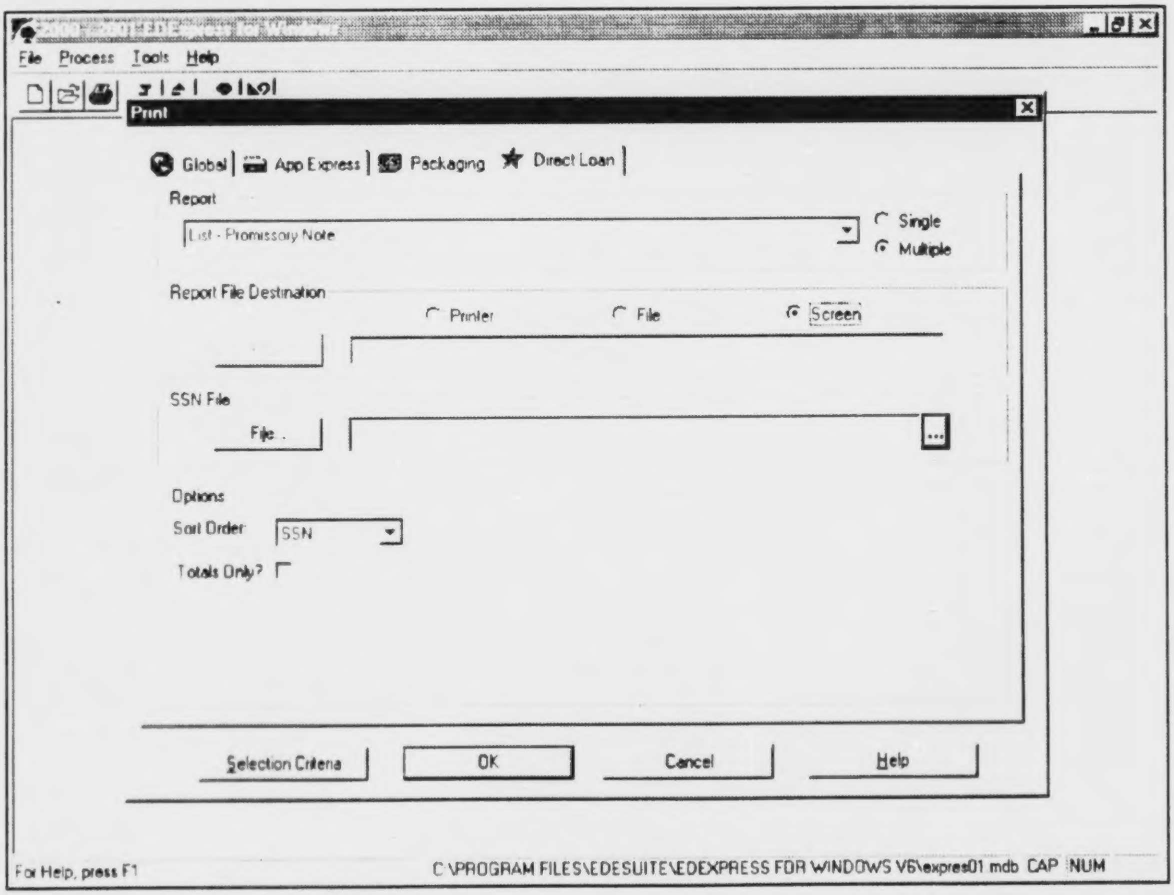
*Select **File/Print...***

*Click the **Direct Loan** tab*

*Select **List - Promissory Note** in the Report Field*

Select a destination for the report

*Click **OK***


File
Process
Tools
Help
Print
Global
App Express
Packaging
Direct Loan
File...
Selection Criteria
OK
Cancel
Help

Report: List - Promissory Note
○ Single
● Multiple

Report File Destination
○ Printer ○ File ● Screen

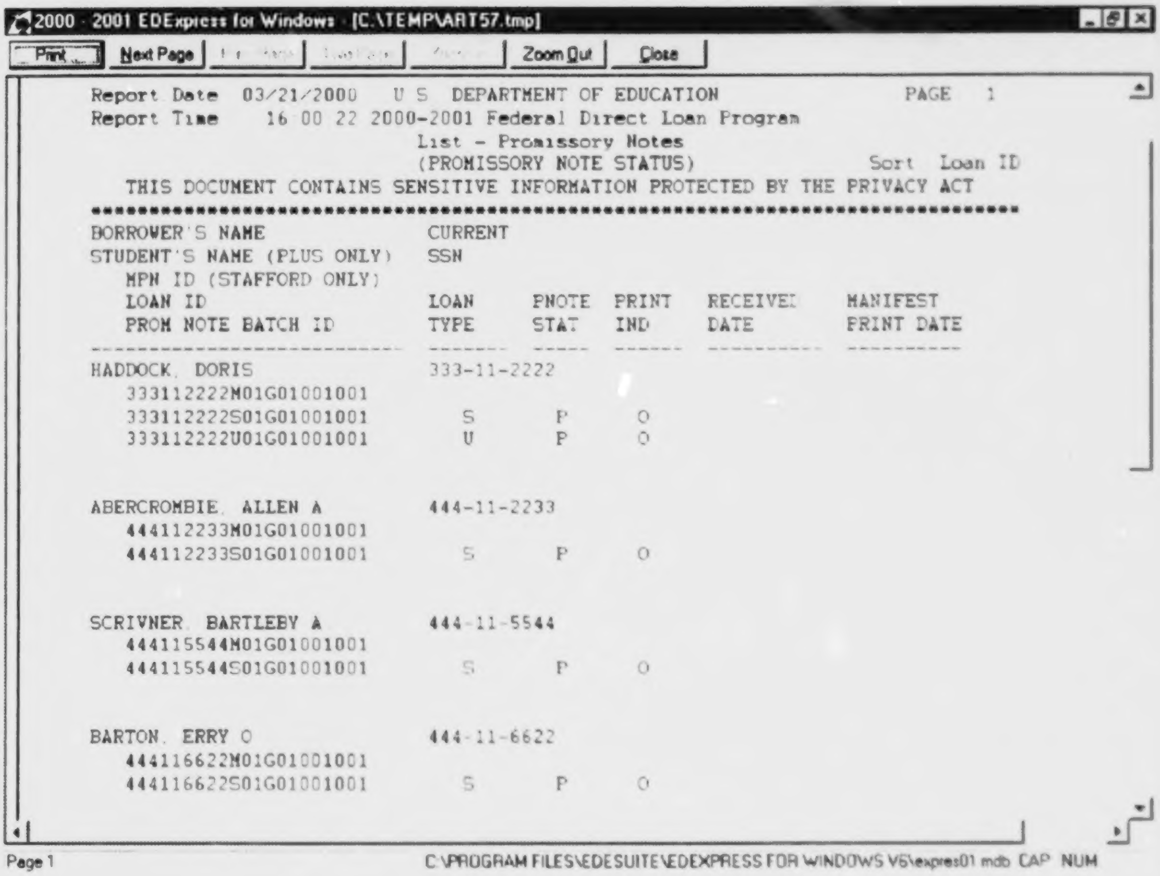
SSN File

Options
Sort Order: SSN
Totals Only? ☐

For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb CAP NUM

The list provides the updated status of all the records that were printed Notice that Doris Haddock's Sub and Unsub loans have been linked to one MPN ID

Click **Close**


2000 - 2001 EDExpress for Windows - [C:\TEMP\ART57.tmp]
Print...
Next Page
Zoom Out
Close
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```
Report Date  03/21/2000   U S  DEPARTMENT OF EDUCATION              PAGE   1
Report Time    16 00 22 2000-2001 Federal Direct Loan Program
                                List - Promissory Notes
                                (PROMISSORY NOTE STATUS)            Sort  Loan ID
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
****************************************************************************
BORROWER'S NAME               CURRENT
STUDENT'S NAME (PLUS ONLY)    SSN
   MPN ID (STAFFORD ONLY)
   LOAN ID                    LOAN    PNOTE  PRINT   RECEIVED     MANIFEST
   PROM NOTE BATCH ID         TYPE    STAT   IND     DATE         PRINT DATE
------------------------   ------- -----  ------  ----------   ----------
HADDOCK, DORIS                333-11-2222
   333112222M01G01001001
   333112222S01G01001001        S       P      O
   333112222U01G01001001        U       P      O


ABERCROMBIE, ALLEN A          444-11-2233
   444112233M01G01001001
   444112233S01G01001001        S       P      O


SCRIVNER, BARTLEBY A          444-11-5544
   444115544M01G01001001
   444115544S01G01001001        S       P      O

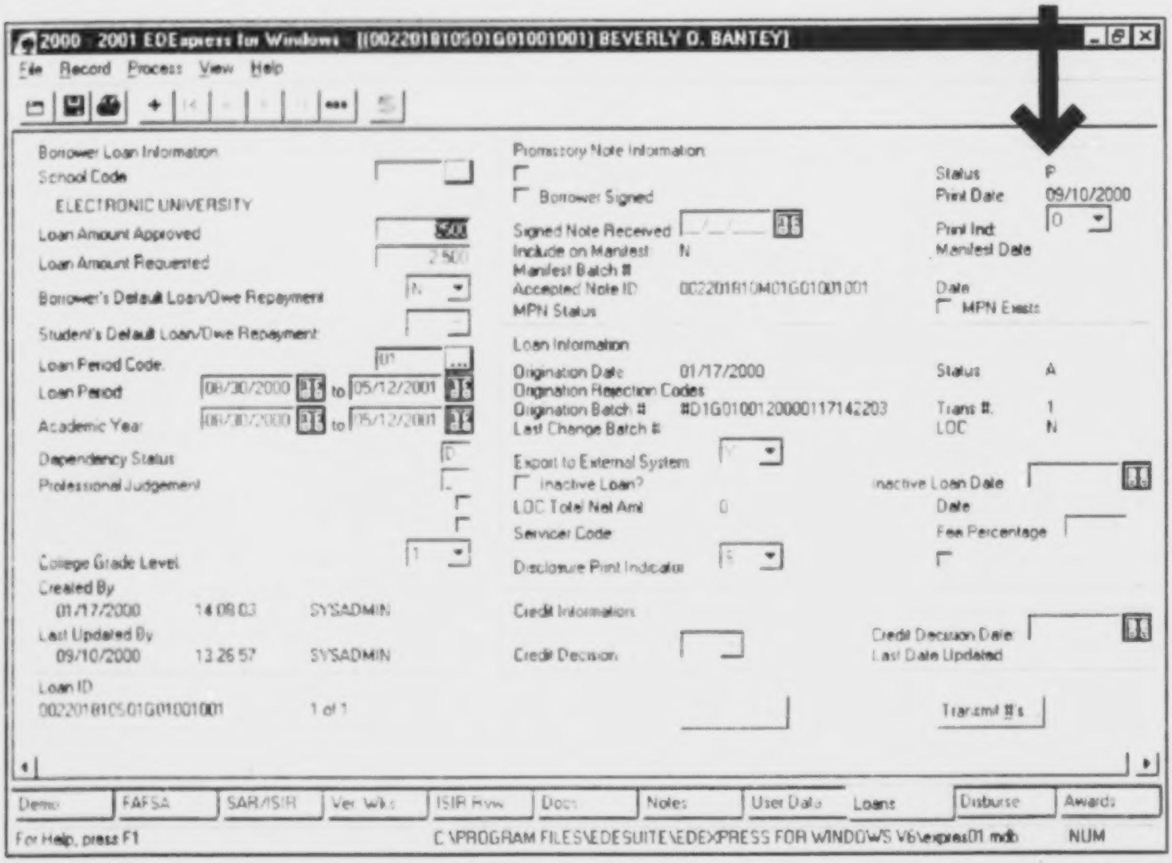

BARTON, ERRY O                444-11-6622
   444116622M01G01001001
   444116622S01G01001001        S       P      O
```

*Open **Beverly Bantey's** record and go to the Loans tab*

Close the record when you finish reviewing the status flags

You can return to the loan tab to verify that the information has been updated

Note that the prom note status is now P, and the Print Date field is updated



2000 - 2001 EDExpress for Windows - [(002201810501G01001001) BEVERLY D. BANTEY]

Borrower Loan Information
School Code
ELECTRONIC UNIVERSITY
Loan Amount Approved: 500
Loan Amount Requested: 2,500
Borrower's Default Loan/Owe Repayment: N
Student's Default Loan/Owe Repayment
Loan Period Code: 01
Loan Period: 08/30/2000 to 05/12/2001
Academic Year: 08/30/2000 to 05/12/2001
Dependency Status: D
Professional Judgement
College Grade Level: 1
Created By
01/17/2000 14:08:03 SYSADMIN
Last Updated By
09/10/2000 13:26:57 SYSADMIN
Loan ID
002201810501G01001001 1 of 1

Promissory Note Information
☐
☐ Borrower Signed
Signed Note Received: __/__/____
Include on Manifest: N
Manifest Batch #
Accepted Note ID: 002201810M01G01001001
MPN Status
Status: P
Print Date: 09/10/2000
Print Ind: 0
Manifest Date
Date
☐ MPN Exists

Loan Information
Origination Date: 01/17/2000
Origination Rejection Codes
Origination Batch #: #D1G01001200001171422 03
Last Change Batch #
Export to External System: Y
☐ Inactive Loan?
LOC Total Net Amt: 0
Servicer Code
Disclosure Print Indicator: S
Status: A
Trans #: 1
LOC: N
Inactive Loan Date
Date
Fee Percentage
☐

Credit Information
Credit Decision
Credit Decision Date
Last Date Updated

For Help, press F1
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Promissory Note Completion and Return

- Before loan disbursement, the borrower verifies all preprinted information (generated from the loan origination record) and supplies missing information, references, signature, and the date
- The borrower must initial any changes made to the borrower's preprinted information
- The borrower keeps a copy and returns the original promissory notes to the school or to the LOC depending on which origination option the school uses

  S For a school using Standard origination, the borrower returns the note directly to the LOC

  1 For schools using Option 1, the borrower returns the note to the school (or to the LOC if the school chooses to have the LOC handle their promissory notes) The school reviews the note for completeness and accuracy prior to submitting the note to the LOC These schools must send promissory notes to the LOC before funds can be sent to the school for disbursement to the borrower

  2 For schools using Option 2, the borrower also returns the promissory note to the school (or to the LOC if the school has requested that the LOC manage its promissory notes) The school reviews the promissory note for completeness and accuracy prior to disbursing the loan These schools should transmit the fully executed promissory note to the LOC as soon as possible Schools have 30 days from the actual disbursement to submit promissory notes to the LOC
- If a previous open Direct Loan MPN does not exist, a signed promissory note must be received by the school prior to any disbursements Thus, the date the school receives the promissory note must be prior to the date of disbursement

Recording Notes as Signed and Received

When signed notes are returned to your school, you must record them as received in EDExpress. This process allows EDExpress to determine which notes should be listed on the paper manifest.

Notes are recorded as signed and received in three ways:

- Single Entry - Checking the Borrower Signed field and saving the record.
- Multiple Entry - Selecting the returned notes with the multiple entry selection criteria option and saving the records with Yes in the Signed Note field and the current date in the Signed Note Received field.
- Import Change File - Creating a change file that follows the specifications in the Direct Loan Technical Reference.

Note: When an MPN is recorded as signed, all loan records linked to that MPN are recorded as signed. For example, if you mark a subsidized loan as signed, the unsubsidized loan will also update to show the MPN status as signed.

Reminder: Review the notes for accuracy and completeness as you receive them.

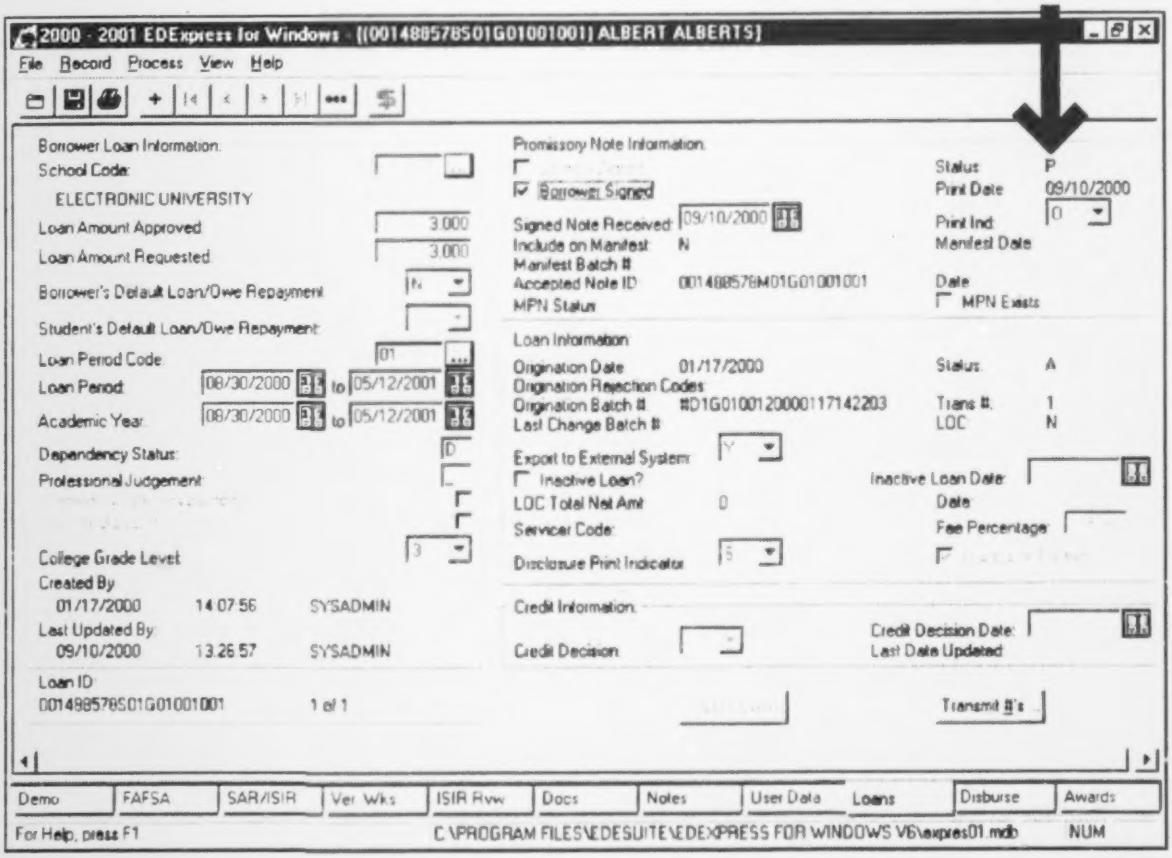
Recording Notes as Signed and Received with Single Entry

Open the loan record

Click the ***Borrower Signed*** *checkbox*

EDExpress will assume today's date in the Signed Note Received field unless it is manually changed

Click the ***Save*** *button to save the updates*



2000 - 2001 EDExpress for Windows - [(001488578S01G01001001) ALBERT ALBERTS]

Borrower Loan Information:
School Code:
ELECTRONIC UNIVERSITY
Loan Amount Approved: 3,000
Loan Amount Requested: 3,000
Borrower's Default Loan/Owe Repayment: N
Student's Default Loan/Owe Repayment:
Loan Period Code: 01
Loan Period: 08/30/2000 to 05/12/2001
Academic Year: 08/30/2000 to 05/12/2001
Dependency Status: D
Professional Judgement:
College Grade Level: 3
Created By
01/17/2000 14:07:56 SYSADMIN
Last Updated By:
09/10/2000 13:26:57 SYSADMIN
Loan ID:
001488578S01G01001001 1 of 1

Promissory Note Information:
☐
☑ Borrower Signed
Signed Note Received: 09/10/2000
Include on Manifest: N
Manifest Batch #:
Accepted Note ID: 001488578M01G01001001
MPN Status:
Status: P
Print Date: 09/10/2000
Print Ind: 0
Manifest Date:
Date:
☐ MPN Exists

Loan Information:
Origination Date: 01/17/2000
Origination Rejection Codes:
Origination Batch #: #D1G01001200001171422O3
Last Change Batch #:
Status: A
Trans #: 1
LOC: N
Export to External System: Y
☐ Inactive Loan?
LOC Total Net Amt: 0
Servicer Code:
Disclosure Print Indicator: 5
Inactive Loan Date:
Date:
Fee Percentage:
☑

Credit Information:
Credit Decision:
Credit Decision Date:
Last Date Updated:

For Help, press F1 C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb NUM

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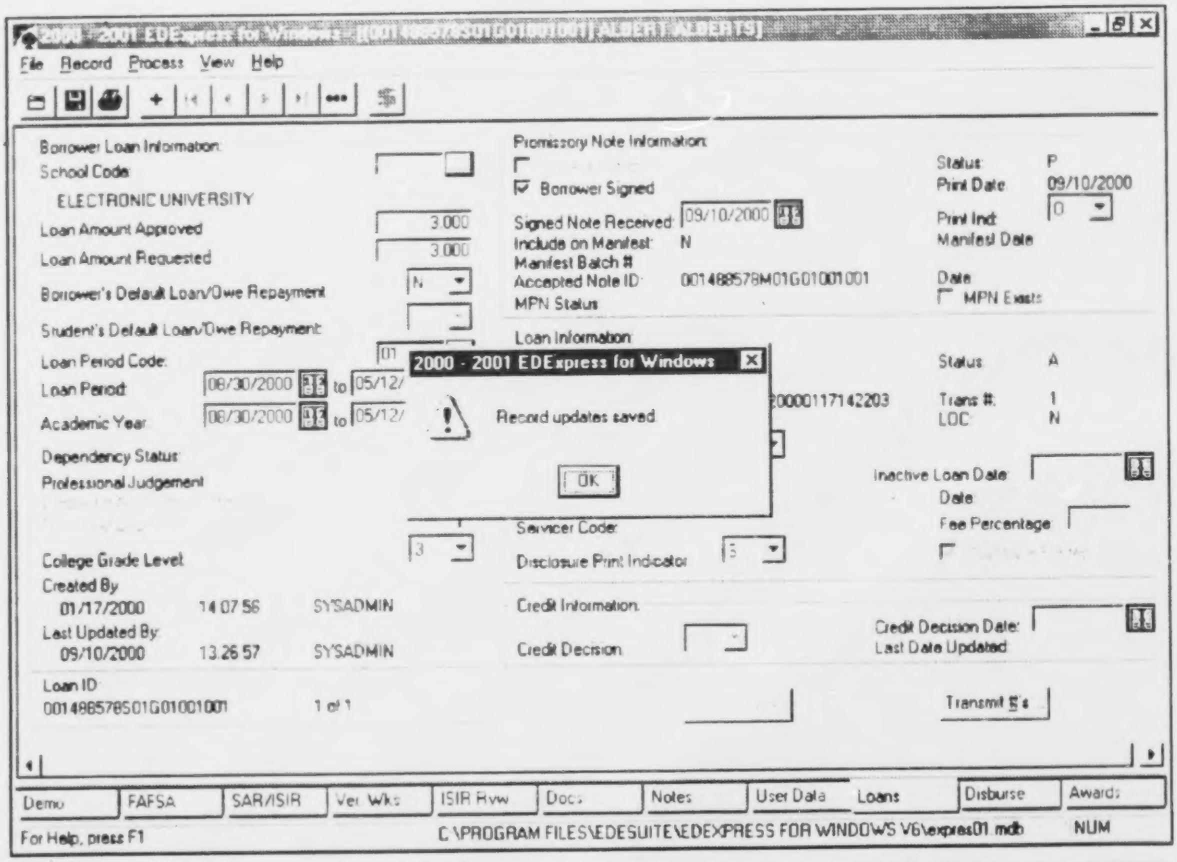
Click ***OK***



2000 - 2001 EDExpress for Windows - [001488578S01G01001001] ALBERT ALBERTS]

Borrower Loan Information:
School Code:
ELECTRONIC UNIVERSITY
Loan Amount Approved: 3,000
Loan Amount Requested: 3,000
Borrower's Default Loan/Owe Repayment: N
Student's Default Loan/Owe Repayment:
Loan Period Code: 01
Loan Period: 08/30/2000 to 05/12/
Academic Year: 08/30/2000 to 05/12/
Dependency Status:
Professional Judgement
College Grade Level: 3
Created By
01/17/2000 14:07:56 SYSADMIN
Last Updated By
09/10/2000 13:26:57 SYSADMIN
Loan ID:
001488578S01G01001001 1 of 1

Promissory Note Information:
☐
☑ Borrower Signed
Signed Note Received: 09/10/2000
Include on Manifest: N
Manifest Batch #
Accepted Note ID: 001488578M01G01001001
MPN Status
Status: P
Print Date: 09/10/2000
Print Ind: 0
Manifest Date
Date
☐ MPN Exists

Loan Information:
Status: A
20000117142203
Trans #: 1
LOC: N
Inactive Loan Date:
Date
Fee Percentage:
Servicer Code:
Disclosure Print Indicator: 5

Credit Information:
Credit Decision:
Credit Decision Date:
Last Date Updated

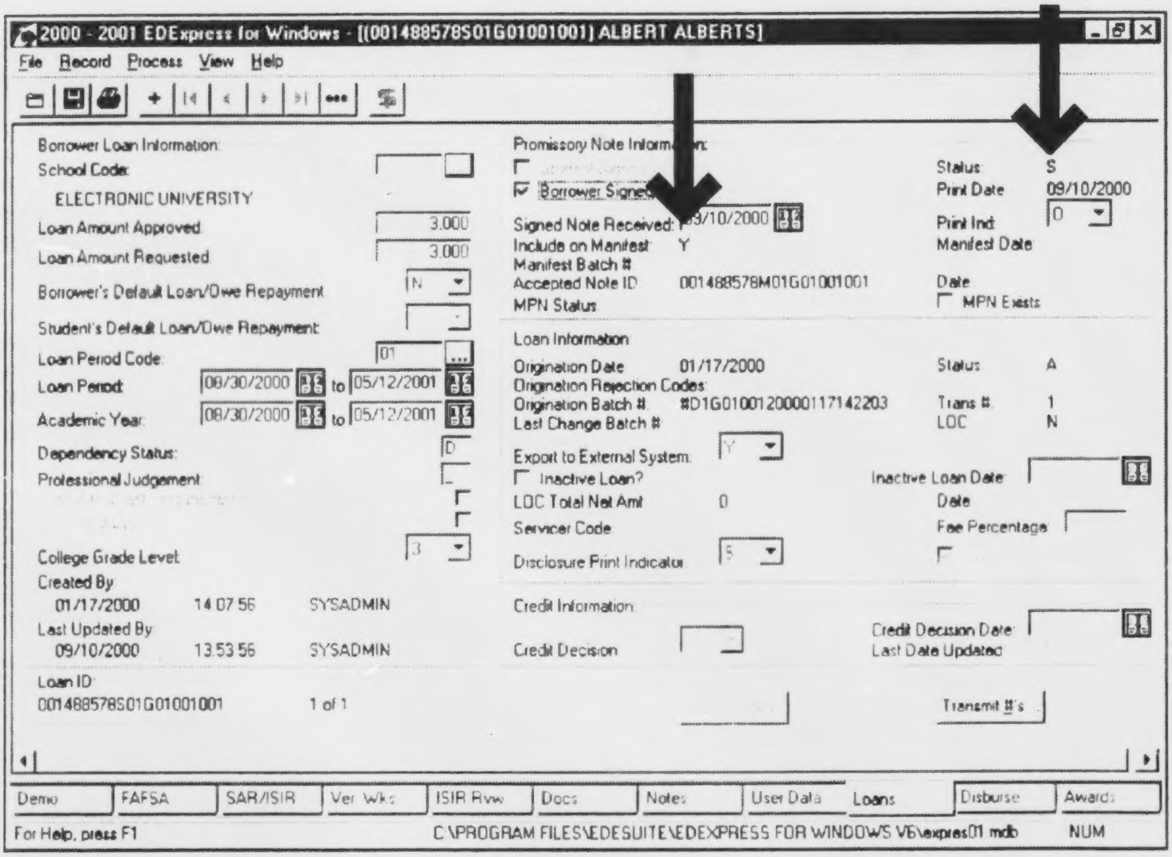
2000 - 2001 EDExpress for Windows

Record updates saved

For Help, press F1 C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb NUM

The status code is now S, and the Include on Manifest flag is Y

*Click the **Close** button to exit this record*



2000 - 2001 EDExpress for Windows - [(001488578S01G01001001) ALBERT ALBERTS]

Borrower Loan Information:
School Code:
ELECTRONIC UNIVERSITY
Loan Amount Approved: 3,000
Loan Amount Requested: 3,000
Borrower's Default Loan/Owe Repayment: N
Student's Default Loan/Owe Repayment:
Loan Period Code: 01
Loan Period: 08/30/2000 to 05/12/2001
Academic Year: 08/30/2000 to 05/12/2001
Dependency Status: D
Professional Judgement:
College Grade Level: 3
Created By
01/17/2000 14:07:56 SYSADMIN
Last Updated By
09/10/2000 13:53:56 SYSADMIN
Loan ID:
001488578S01G01001001 1 of 1

Promissory Note Information:
☑ Borrower Signed
Signed Note Received: 3/10/2000
Include on Manifest: Y
Manifest Batch #:
Accepted Note ID: 001488578M01G01001001
MPN Status:
Status: S
Print Date: 09/10/2000
Print Ind: 0
Manifest Date:
Date:
☐ MPN Exists

Loan Information:
Origination Date: 01/17/2000
Origination Rejection Codes:
Origination Batch #: #D1G01001200001171422O3
Last Change Batch #:
Status: A
Trans #: 1
LOC: N
Export to External System: Y
☐ Inactive Loan?
Inactive Loan Date:
LOC Total Net Amt: 0
Date:
Servicer Code:
Fee Percentage:
Disclosure Print Indicator: 5

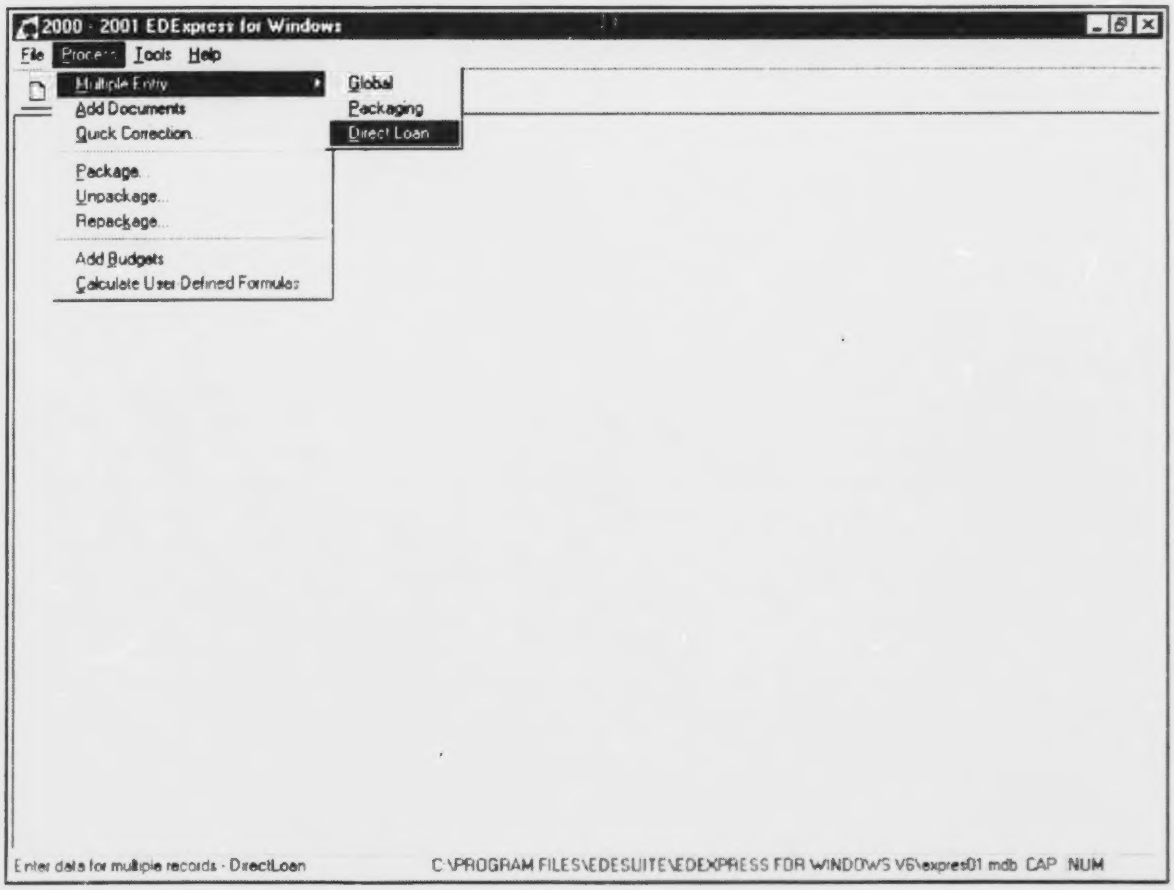
Credit Information:
Credit Decision:
Credit Decision Date:
Last Date Updated:

For Help, press F1 C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb NUM

Recording Notes as Signed and Received using Multiple Entry

*Select **Process/ Multiple Entry.../Direct Loan** from the menu bar*

Using the Multiple Entry function, you can apply a field update to many records at one time, which eliminates the need to open each record and make changes individually


2000 - 2001 EDExpress for Windows
File
Process
Tools
Help
Multiple Entry
Add Documents
Quick Correction...
Package...
Unpackage...
Repackage...
Add Budgets
Calculate User Defined Formulas
Global
Packaging
Direct Loan

Enter data for multiple records - DirectLoan

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb CAP NUM

You can update numerous fields in the loan record using multiple entry, including disbursement information and grade level In this example we are going to mark several notes as signed

Note When entering the date be sure to enter the numbers only Do not enter the " s " The date format for EDExpress is Month, Day, Century, and Year

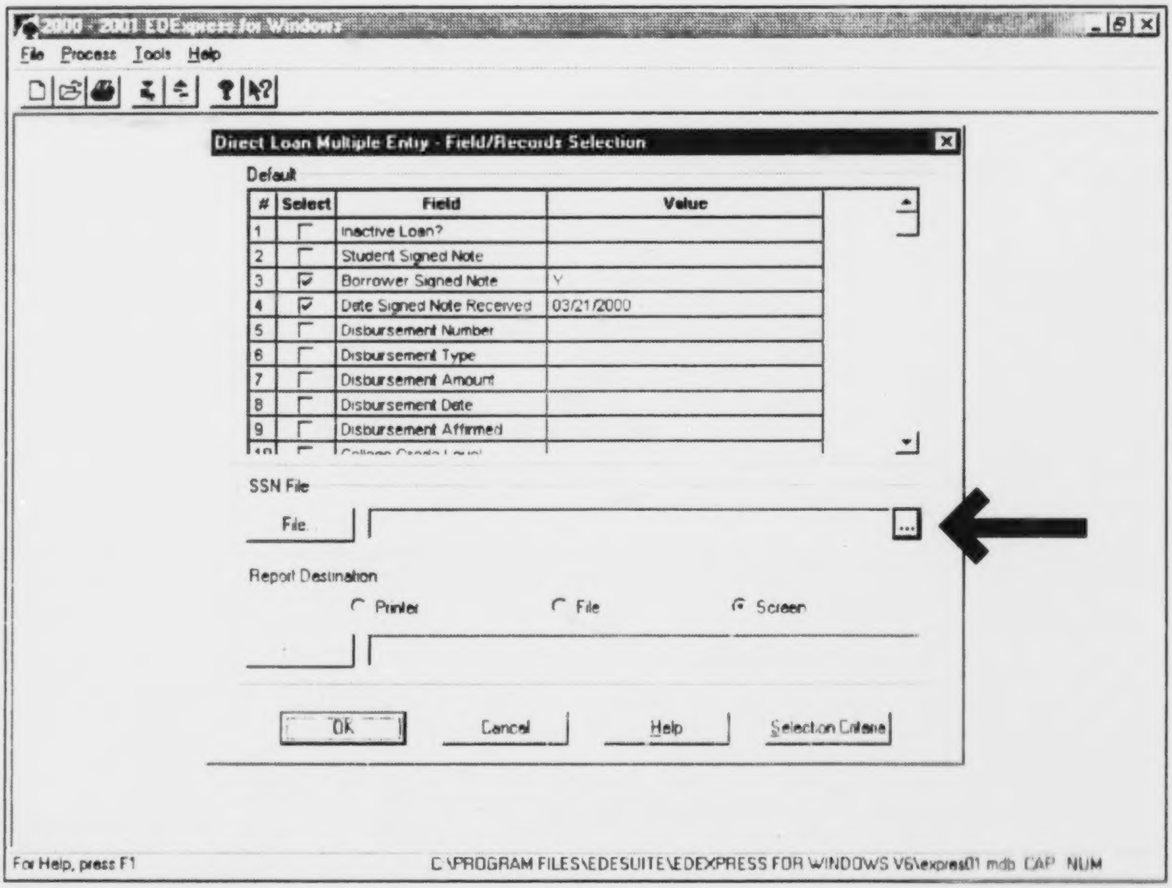
*Click the **Borrower Signed Note** checkbox*

*The **Date Signed Note Received** field is also checked*

*Select "**Y**" in the value field for Borrower Note Signed*

*Click on the **Date Signed Note Received** field and today's date will default*

*Click **SSN File** button*



Direct Loan Multiple Entry - Field/Records Selection

Default

#	Select	Field	Value
1	☐	Inactive Loan?	
2	☐	Student Signed Note	
3	☑	Borrower Signed Note	Y
4	☑	Date Signed Note Received	03/21/2000
5	☐	Disbursement Number	
6	☐	Disbursement Type	
7	☐	Disbursement Amount	
8	☐	Disbursement Date	
9	☐	Disbursement Affirmed	

SSN File

Report Destination: ○ Printer ○ File ● Screen

For Help, press F1 C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb CAP NUM

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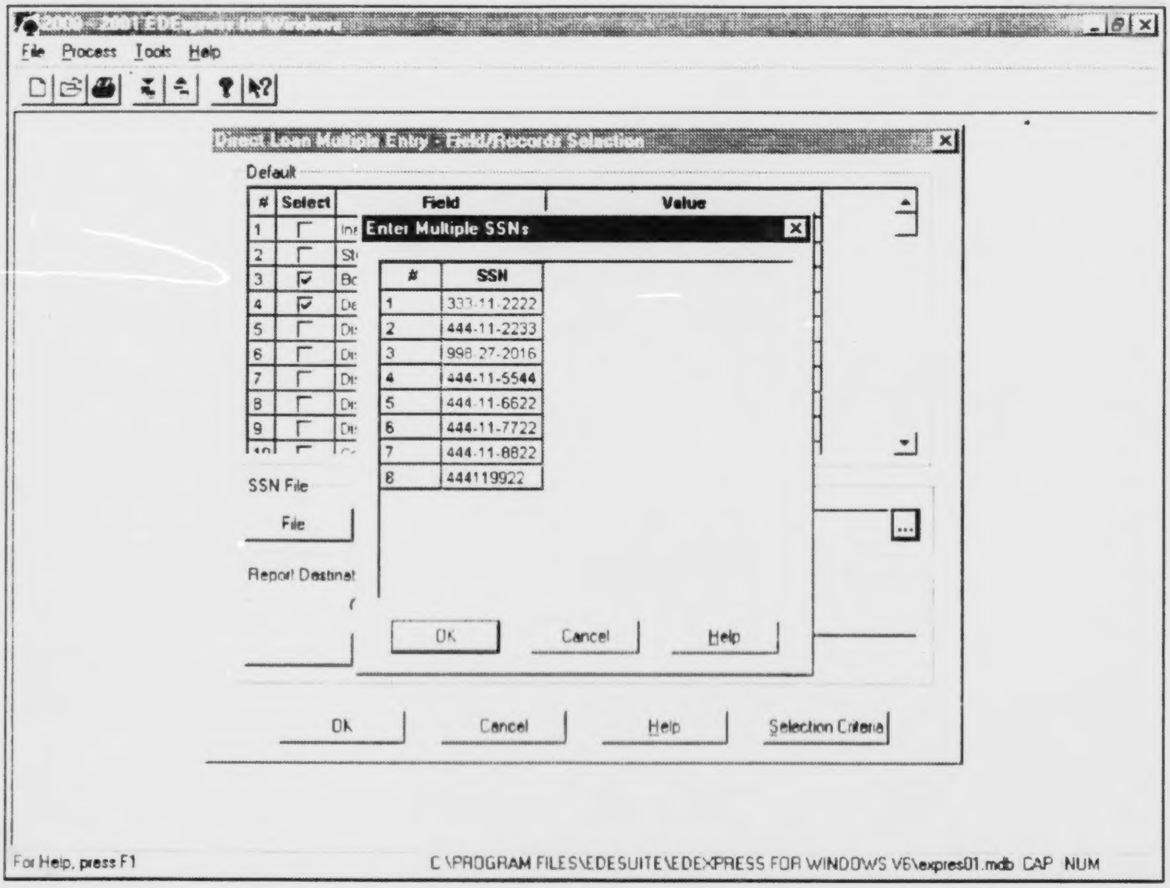
Type an SSN and press Enter to move to the next row

*Click **OK** when finished*

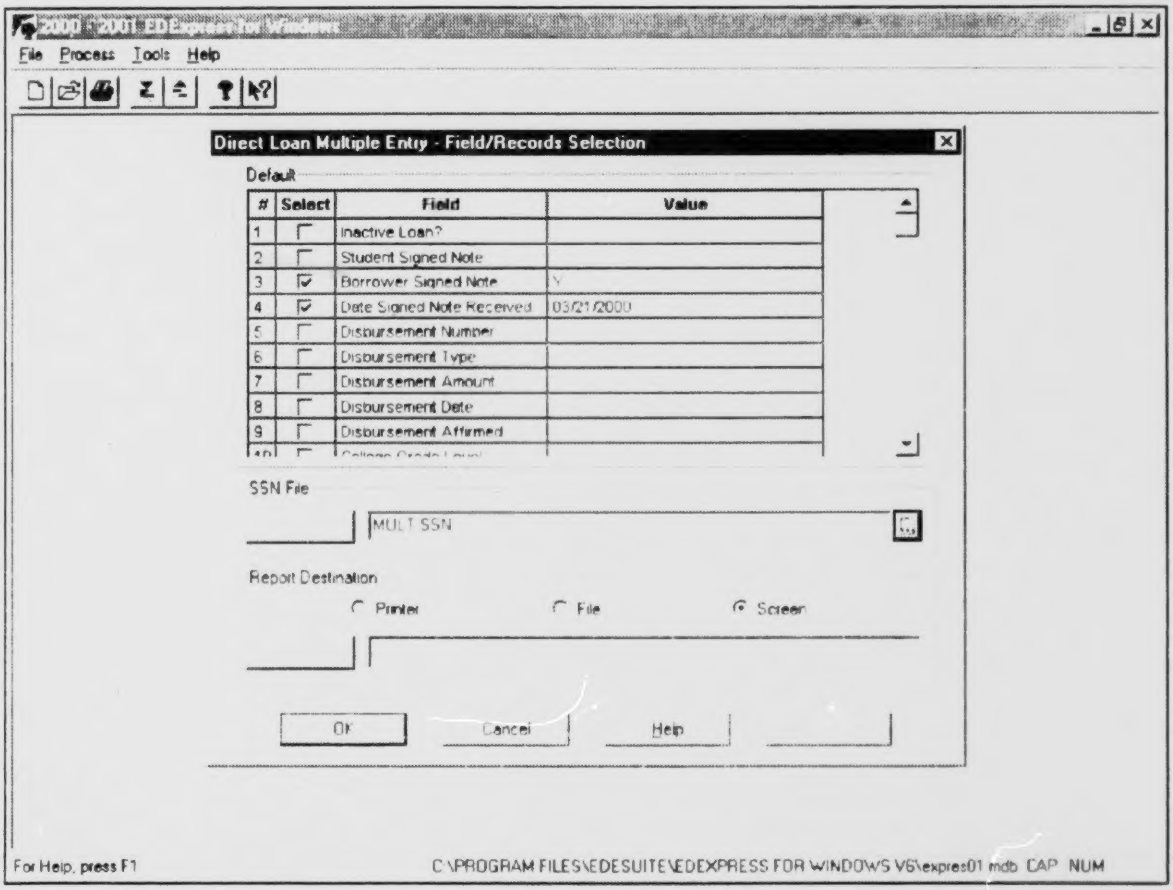
In this example, we want to apply the change to a list of students who have recently submitted their signed promissory notes


File
Process
Tools
Help
Direct Loan Multiple Entry - Field/Records Selection
Default
#
Select
Field
Value
SSN File
File
Report Destinat
OK
Cancel
Help
Selection Criteria
Enter Multiple SSNs
OK
Cancel
Help
For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb CAP NUM

#	SSN
1	333-11-2222
2	444-11-2233
3	998-27-2016
4	444-11-5544
5	444-11-6622
6	444-11-7722
7	444-11-8822
8	444119922

The Multiple Entry Fields/Records Selection window redisplays

Click ***OK***


2000-2001 EDExpress for Windows
File Process Tools Help
For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb CAP NUM

Direct Loan Multiple Entry - Field/Records Selection

Default

#	Select	Field	Value
1	☐	Inactive Loan?	
2	☐	Student Signed Note	
3	☑	Borrower Signed Note	Y
4	☑	Date Signed Note Received	03/21/2000
5	☐	Disbursement Number	
6	☐	Disbursement Type	
7	☐	Disbursement Amount	
8	☐	Disbursement Date	
9	☐	Disbursement Affirmed	

SSN File: MULT SSN

Report Destination: ○ Printer ○ File ● Screen

OK
Cancel
Help

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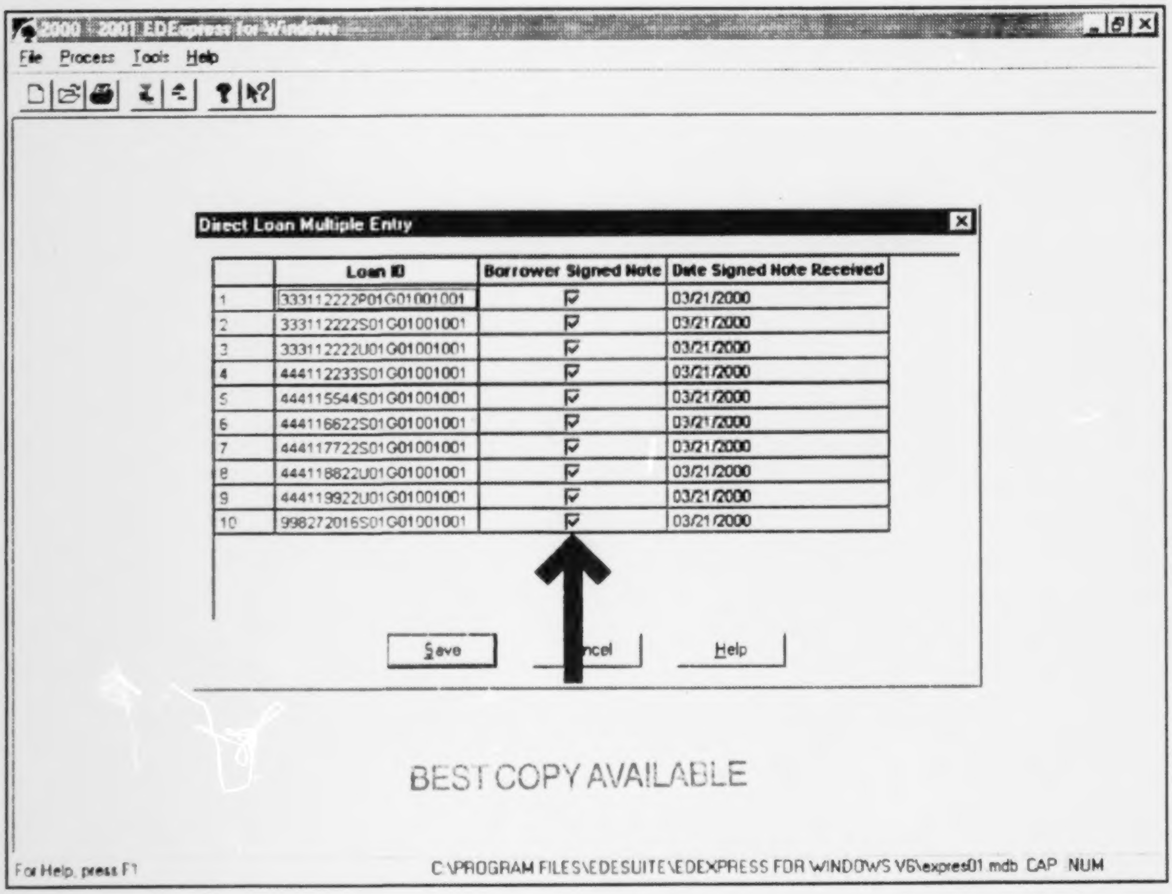
Click ***Save*** *when finished verifying the records to be included*

All of the records that are displayed will be updated. If a record should not be included, click the Borrower Signed Note checkbox to remove the check mark.


2000 - 2001 EDExpress for Windows
File
Process
Tools
Help
Direct Loan Multiple Entry
Save
Cancel
Help

	Loan ID	Borrower Signed Note	Date Signed Note Received
1	333112222P01G01001001	☑	03/21/2000
2	333112222S01G01001001	☑	03/21/2000
3	333112222U01G01001001	☑	03/21/2000
4	444112233S01G01001001	☑	03/21/2000
5	444115544S01G01001001	☑	03/21/2000
6	444116622S01G01001001	☑	03/21/2000
7	444117722S01G01001001	☑	03/21/2000
8	444118822U01G01001001	☑	03/21/2000
9	444119922U01G01001001	☑	03/21/2000
10	998272016S01G01001001	☑	03/21/2000

For Help, press F1

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb CAP NUM

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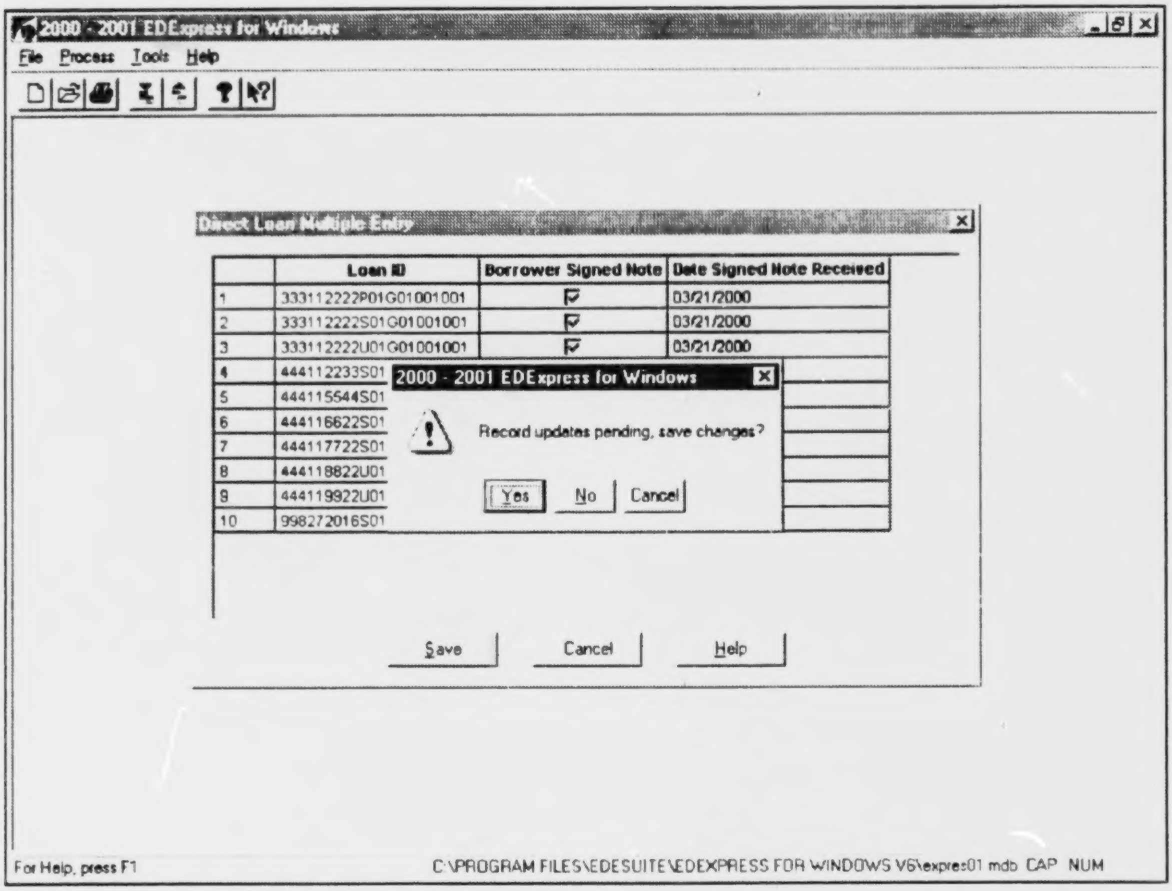
A pop-up window displays to indicate that there are record updates pending

*Click **Yes** to save the record updates*


2000 - 2001 EDExpress for Windows
File Process Tools Help
Direct Loan Multiple Entry
Save
Cancel
Help
For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb CAP NUM

	Loan ID	Borrower Signed Note	Date Signed Note Received
1	333112222P01G01001001	☑	03/21/2000
2	333112222S01G01001001	☑	03/21/2000
3	333112222U01G01001001	☑	03/21/2000
4	444112233S01		
5	444115544S01		
6	444116622S01		
7	444117722S01		
8	444118822U01		
9	444119922U01		
10	998272016S01		

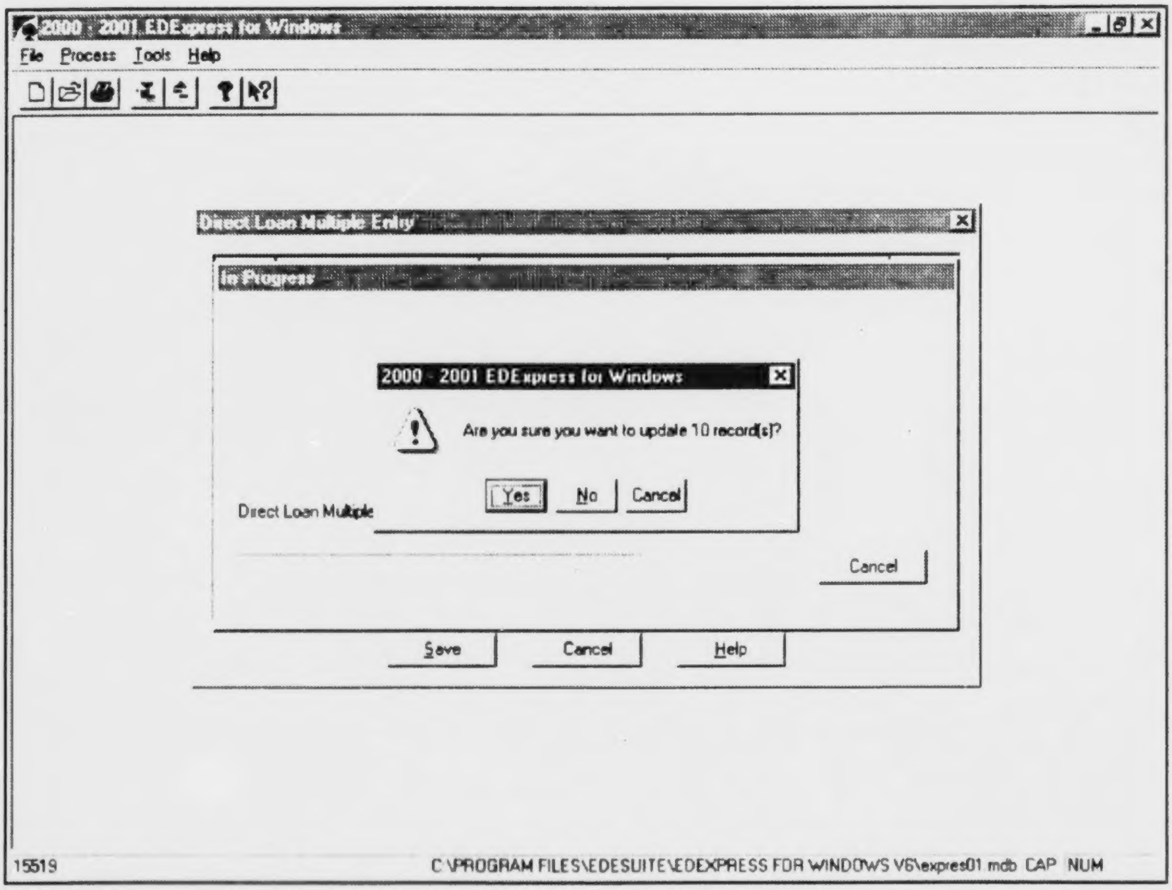
2000 - 2001 EDExpress for Windows

Record updates pending, save changes?

Yes No Cancel

*Click **Yes** to make the updates*

Another pop-up window displays to verify that you are certain you want to save the updates


2000 - 2001 EDExpress for Windows
File
Process
Tools
Help
Direct Loan Multiple Entry
In Progress
2000 - 2001 EDExpress for Windows
Direct Loan Multiple
Yes
No
Cancel
Cancel
Save
Cancel
Help
15519

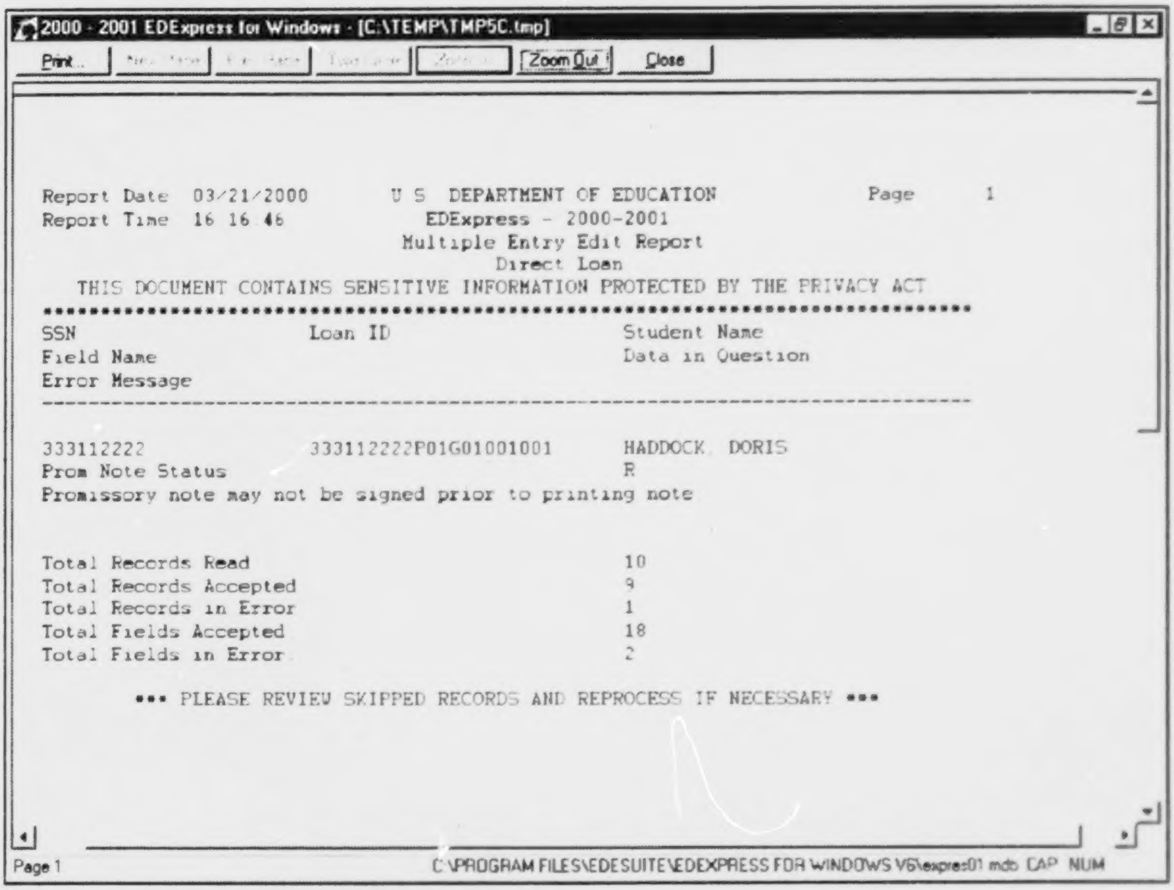
Are you sure you want to update 10 record(s)?

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb CAP NUM

The edit report indicates that all of the records were updated

EDExpress will notify you if the record cannot be updated For example, a reject will appear if a promissory note has not been printed The PLUS Note for Doris Haddock has not been printed

*Click **Close** when you are finished viewing the report*


2000 - 2001 EDExpress for Windows - [C:\TEMP\TMP5C.tmp]
Print...
Zoom Out
Close
Page 1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01 mdb CAP NUM

```
Report Date  03/21/2000       U S  DEPARTMENT OF EDUCATION            Page      1
Report Time  16 16 46             EDExpress - 2000-2001
                                Multiple Entry Edit Report
                                        Direct Loan
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*******************************************************************************
SSN                     Loan ID                    Student Name
Field Name                                         Data in Question
Error Message
-------------------------------------------------------------------------------

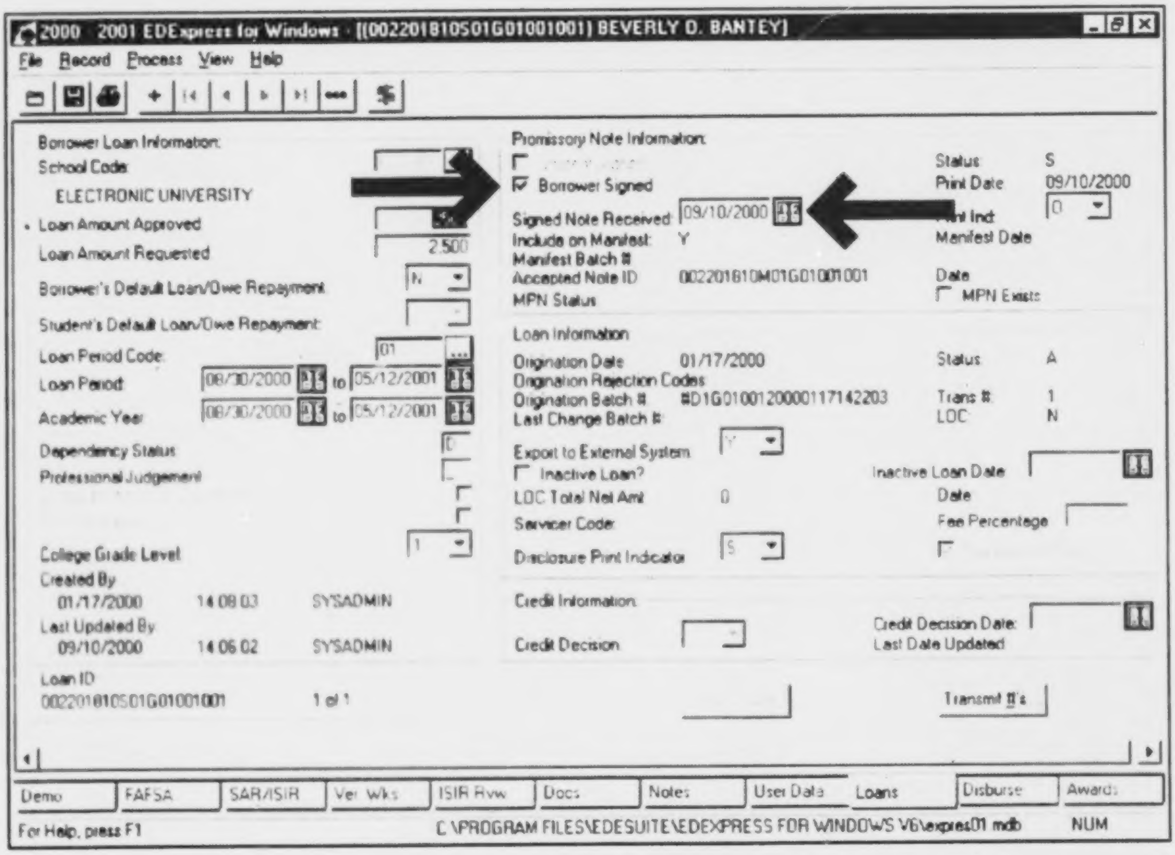
333112222               333112222P01G01001001      HADDOCK  DORIS
Prom Note Status                                   R
Promissory note may not be signed prior to printing note


Total Records Read                                 10
Total Records Accepted                             9
Total Records in Error                             1
Total Fields Accepted                              18
Total Fields in Error                              2

        *** PLEASE REVIEW SKIPPED RECORDS AND REPROCESS IF NECESSARY ***
```

Close the record when you finish reviewing the field updates

To review the updates, open a loan record. Verify the Borrower Signed field, and Signed Note Received field


2000 2001 EDExpress for Windows - [(002201810S01G01001001) BEVERLY D. BANTEY]
File Record Process View Help
Transmit ID's
Demo
FAFSA
SAR/ISIR
Ver Wks
ISIR Rvw
Docs
Notes
User Data
Loans
Disburse
Awards
For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb
NUM

Borrower Loan Information:
School Code:
ELECTRONIC UNIVERSITY
Loan Amount Approved:
Loan Amount Requested: 2,500
Borrower's Default Loan/Owe Repayment: N
Student's Default Loan/Owe Repayment:
Loan Period Code: 01
Loan Period: 08/30/2000 to 05/12/2001
Academic Year: 08/30/2000 to 05/12/2001
Dependency Status: D
Professional Judgement:
College Grade Level: 1
Created By: 01/17/2000 14:08:03 SYSADMIN
Last Updated By: 09/10/2000 14:06:02 SYSADMIN
Loan ID: 002201810S01G01001001 1 of 1

Promissory Note Information:
☑ Borrower Signed
Signed Note Received: 09/10/2000
Include on Manifest: Y
Manifest Batch #:
Accepted Note ID: 002201810M01G01001001
MPN Status:
Status: S
Print Date: 09/10/2000
Print Ind: 0
Manifest Date:
Date:
☐ MPN Exists

Loan Information:
Origination Date: 01/17/2000
Origination Rejection Codes:
Origination Batch #: #D1G01001200001171422O3
Last Change Batch #:
Export to External System: Y
☐ Inactive Loan?
LOC Total Net Amt: 0
Servicer Code:
Disclosure Print Indicator: S
Status: A
Trans #: 1
LOC: N
Inactive Loan Date:
Date:
Fee Percentage:

Credit Information:
Credit Decision:
Credit Decision Date:
Last Date Updated:

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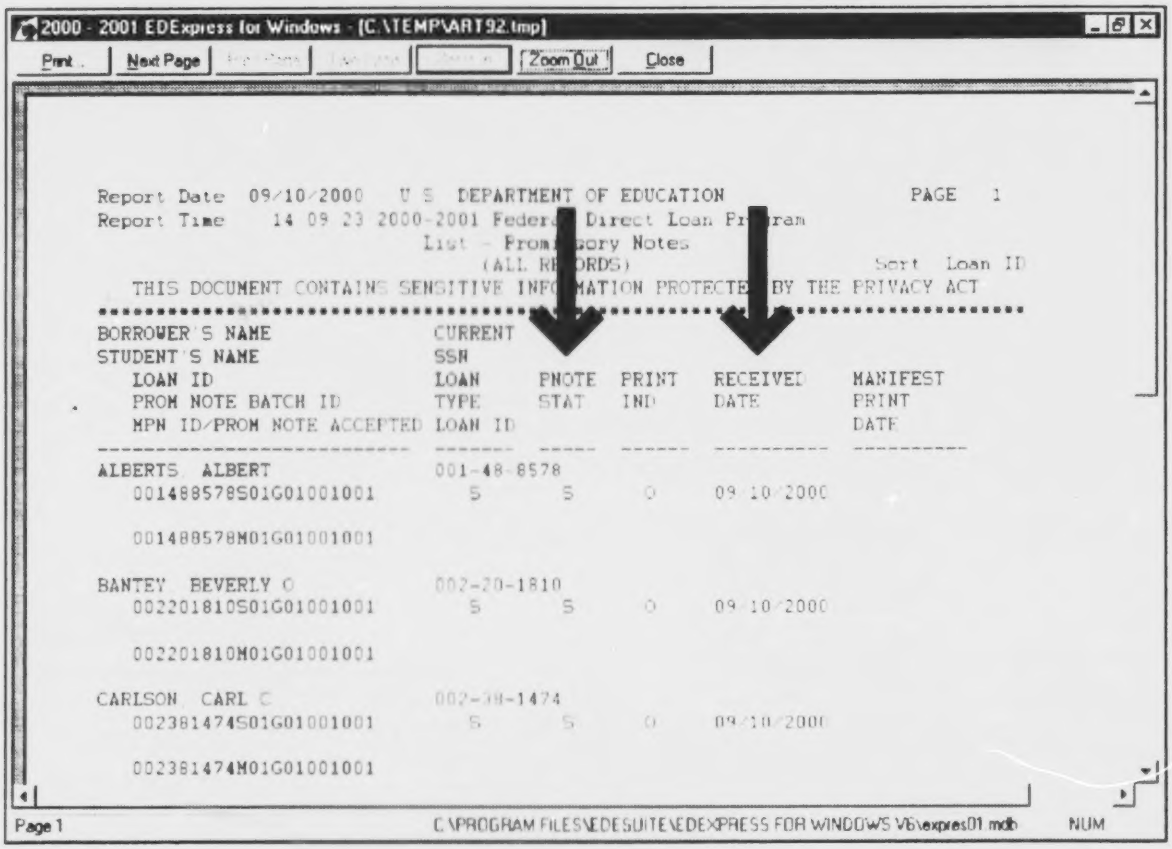
You can print another Prom Note list to see the status of all the records that were updated. The P-Note status is now "S" for Signed, and the Received Date field has been updated.

*Click **Close** when you are finished viewing the list.*


2000 - 2001 EDExpress for Windows - [C:\TEMP\ART92.tmp]
Print...
Next Page
Zoom Out
Close
Page 1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb
NUM

```
Report Date  09/10/2000   U S  DEPARTMENT OF EDUCATION             PAGE   1
Report Time     14 09 23 2000-2001 Feder   Direct Loan Pr   ram
                               List - Prom    ory Notes
                                  (ALL RE  ORDS)                    Sort  Loan ID
   THIS DOCUMENT CONTAINS SENSITIVE INF    MATION PROTECTE  BY THE PRIVACY ACT
*****************************************************************************
BORROWER'S NAME                CURRENT
STUDENT'S NAME                 SSN
   LOAN ID                     LOAN    PNOTE  PRINT   RECEIVED    MANIFEST
   PROM NOTE BATCH ID          TYPE    STAT   IND     DATE        PRINT
   MPN ID/PROM NOTE ACCEPTED   LOAN ID                            DATE
-------------------------- ------- ----- ------ ---------- ----------
ALBERTS  ALBERT                001-48-8578
   001488578S01G01001001          S       S      0    09/10/2000

   001488578M01G01001001

BANTEY  BEVERLY O              002-20-1810
   002201810S01G01001001          S       S      0    09/10/2000

   002201810M01G01001001

CARLSON  CARL C                002-38-1474
   002381474S01G01001001          S       S      0    09/10/2000

   002381474M01G01001001
```

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Disclosure Statements

General Information

The MPN does not include any school certification information, including the amount of the loan(s)

For the 2000-2001 academic year, schools can now print individual or multiple Disclosure Statements on EDExpress. For loan records with more than 12 anticipated disbursements, EDExpress will not allow you to print disclosure for these records The Disclosure Statement is the document that provides specific loan information, for each loan under the MPN, to the borrower

To print the Disclosure Statements on EDExpress, the school must order the form from the LOC Also, when the Disclosure Statement is sent to the borrower, the school must include the Plain Language Disclosure insert that can be copied from DLB-00-11 and reproduced at your institution DLB-00-11 'Using the Multi-year Functionality of the Master Promissory Note' can be found in Appendix K

Business Rules

There are specific business rules to follow for situations that require disclosure, which are outlined below

- The disclosure statement must be printed by the school and given or send to the borrower at least 10 calendar days prior to the first anticipated disbursement date in the loan record (In EDExpress the disclosure statement can be printed as soon as a loan record is saved, so you don't have to wait until 10 days prior to the first anticipated disbursement to print it) If 10 calendar days prior to the first anticipated disbursement has passed the current date, the school prints the disclosure statement and gives or sends it to the borrower immediately
- A disclosure statement can be printed at the individual record level For example, if a user desires another copy of the disclosure statement
- If an anticipated disbursement amount or an anticipated disbursement date is changed, reprint a disclosure statement
- If the loan amount approved is changed, reprint a disclosure statement for an unbooked loan only Do NOT reprint a disclosure for a booked loan

Printing a Disclosure Statement

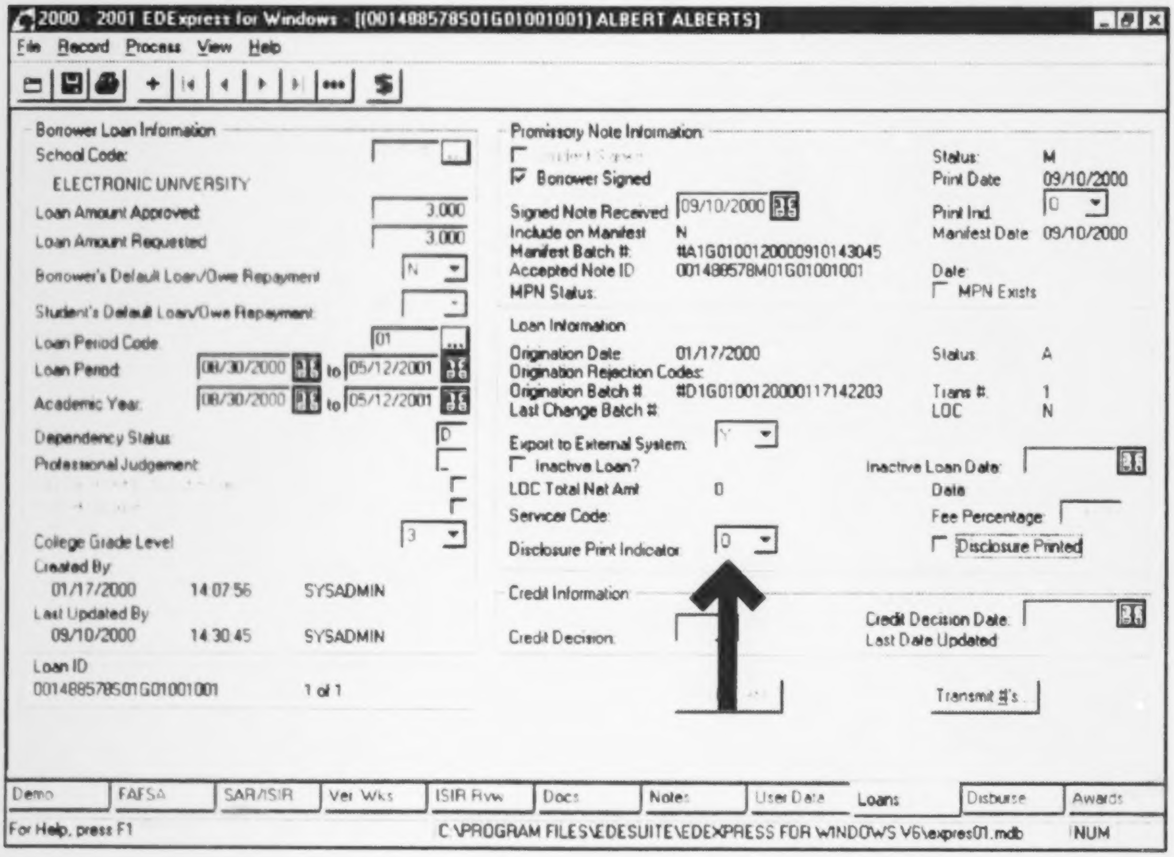
A school normally sets the system default to print disclosures at the LOC. A scenario where that might need to be overridden is when a student is being counseled individually and the FAO wants to provide a disclosure right then.

Open the loan record

Change the Disclosure Print Indicator field to **O**, *which indicates to print the disclosure at the school*

Click **Save** *to save the update*

Close the loan record


2000 - 2001 EDExpress for Windows - [(001488578501G01001001) ALBERT ALBERTS]
File
Record
Process
View
Help
Transmit #'s...
Demo
FAFSA
SAR/ISIR
Ver Wks
ISIR Rvw
Docs
Notes
User Data
Loans
Disburse
Awards
For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb
NUM

Borrower Loan Information
School Code:
ELECTRONIC UNIVERSITY
Loan Amount Approved: 3,000
Loan Amount Requested: 3,000
Borrower's Default Loan/Owe Repayment: N
Student's Default Loan/Owe Repayment:
Loan Period Code: 01
Loan Period: 08/30/2000 to 05/12/2001
Academic Year: 08/30/2000 to 05/12/2001
Dependency Status: D
Professional Judgement:
College Grade Level: 3
Created By: 01/17/2000 14:07:56 SYSADMIN
Last Updated By: 09/10/2000 14:30:45 SYSADMIN
Loan ID: 001488578501G01001001 1 of 1

Promissory Note Information
☑ Borrower Signed
Signed Note Received: 09/10/2000
Include on Manifest: N
Manifest Batch #: #A1G0100120000910143045
Accepted Note ID: 001488578M01G01001001
MPN Status:
Status: M
Print Date: 09/10/2000
Print Ind: O
Manifest Date: 09/10/2000
Date:
☐ MPN Exists

Loan Information
Origination Date: 01/17/2000
Origination Rejection Codes:
Origination Batch #: #D1G0100120000117142203
Last Change Batch #:
Status: A
Trans #: 1
LOC: N
Export to External System: Y
☐ Inactive Loan?
Inactive Loan Date:
LOC Total Net Amt: 0
Date:
Servicer Code:
Fee Percentage:
Disclosure Print Indicator: O
☐ Disclosure Printed

Credit Information
Credit Decision:
Credit Decision Date:
Last Date Updated:

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*Select **File/Print** from the menu bar*

*Click on the **Direct Loan** tab*

*Select **Disclosure Statement** in the Report field*

*Select **Printer** as the output destination*

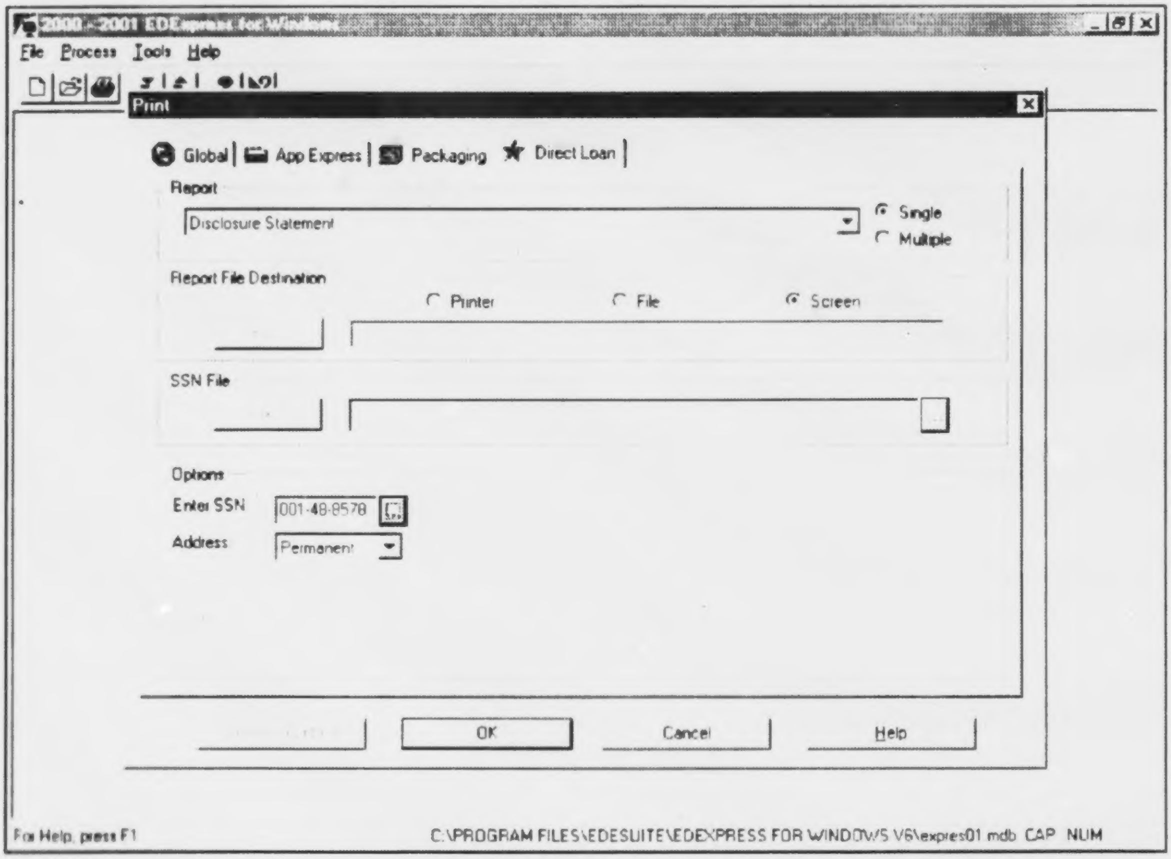
*Enter the student's Social Security Number (**001-48-8578**) in the SSN field*

*Click **OK***

When printing Disclosure Statements, you can print either single or multiple statements

Note Subsidized and Unsubsidized loan records with the same sequence number will always print on the disclosure statement

Tip Create a User Defined query to identify records you want to print disclosure statements for, using the criteria of Loan Origination Status is accepted (Loan Origination Status A)


2000 - 2001 EDExpress for Windows
File
Process
Tools
Help
Print
Global
App Express
Packaging
Direct Loan
OK
Cancel
Help
For Help, press F1

Report
Disclosure Statement
● Single
○ Multiple

Report File Destination
○ Printer ○ File ● Screen

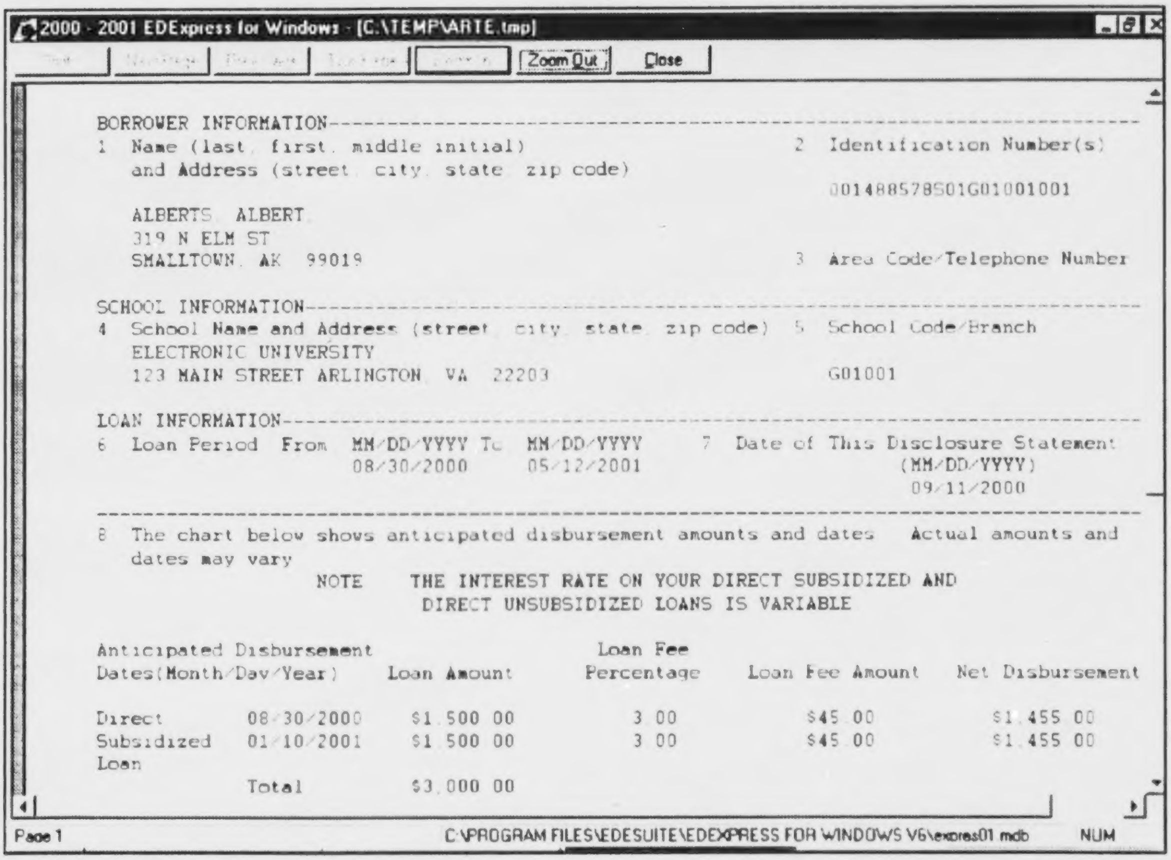
SSN File

Options
Enter SSN 001-48-8578
Address Permanent

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb CAP NUM

The disclosure statement is printed

*Click the **Close** button*


2000 - 2001 EDExpress for Windows - [C:\TEMP\ARTE.tmp]
Zoom Out
Close
Page 1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb
NUM

```
BORROWER INFORMATION----------------------------------------------------------------------
1  Name (last  first  middle initial)                         2  Identification Number(s)
   and Address (street  city  state  zip code)
                                                                 001488578S01G01001001
   ALBERTS  ALBERT
   319 N ELM ST
   SMALLTOWN  AK  99019                                       3  Area Code/Telephone Number

SCHOOL INFORMATION------------------------------------------------------------------------
4  School Name and Address (street  city  state  zip code)  5  School Code/Branch
   ELECTRONIC UNIVERSITY
   123 MAIN STREET ARLINGTON  VA  22203                          G01001

LOAN INFORMATION--------------------------------------------------------------------------
6  Loan Period  From  MM/DD/YYYY To  MM/DD/YYYY      7  Date of This Disclosure Statement
                      08/30/2000     05/12/2001                       (MM/DD/YYYY)
                                                                       09/11/2000
------------------------------------------------------------------------------------------
8  The chart below shows anticipated disbursement amounts and dates  Actual amounts and
   dates may vary
                  NOTE    THE INTEREST RATE ON YOUR DIRECT SUBSIDIZED AND
                           DIRECT UNSUBSIDIZED LOANS IS VARIABLE

Anticipated Disbursement                    Loan Fee
Dates(Month/Day/Year)     Loan Amount      Percentage     Loan Fee Amount   Net Disbursement

Direct        08/30/2000   $1 500 00         3 00            $45 00            $1 455 00
Subsidized    01/10/2001   $1 500 00         3 00            $45 00            $1 455 00
Loan
              Total        $3 000 00
```

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Lesson 1 Exercise

True or False:

_____ The amount of a loan is included on the Master Promissory Note (MPN)

_____ Individual or multiple disclosure statements can be printed on EDExpress

_____ When printing a MPN, a first name is not required

_____ When a MPN is recorded as signed, all loan records linked to that MPN are recorded as signed also

_____ A single-year functionality school can use an MPN generated at another institution

Short Answer:

Define and briefly describe each of the Promissory Note Status Codes listed below

X –

R –

A –

M –

S –

P –

N –

1. What are the three ways to record notes as signed and received in EDExpress?

2. How can an Option 2 school designate where promissory notes are printed?

3. What option should you select when printing if you need to print another copy of the promissory note for the student but do not need to send the note to the LOC?

Lesson 1 Exercise, continued

Computer Exercise:

1 Print a single promissory note for borrower **Duke James (555-11-7777)** This borrower has existing unsubsidized and subsidized loans The school has multi-year functionality The steps to complete this are outlined below

Step	Action
1	Open the student's record and select the **Loans** tab
2	Select the **Subsidized** loan record
2	Click the **Print** icon on the menu bar or select **File/Print**
3	Select **Prom Note** in the Report field
4	Click **OK**
5	Select **Option 1** on the Stafford MPN Print Options pop-up window
6	Click **OK** to close the message window

After the promissory note is printed, what will the prom note status be on the unsubsidized loan?

What will the prom note status be on the subsidized loan?

Are the loans linked?

2 You are the FAO at a large university, and you want to print multiple promissory notes at one time You want to print promissory notes only for those students that already have an accepted loan origination record Complete the multiple print using the steps below

Step	Action
1	Select **File/Print** or click the **Print** icon
2	Click on the **Direct Loan** tab
3	Select the report **Promissory Note – Stafford**
4	Click on the **Multiple** button
5	Select **File** as the output destination
6	Click the **File** button Type **pnote** in the filename textbox Click **Open**
7	Click on **Selection Criteria**
8	Click on the **ellipsis button** next to the Query Title field
9	Select **Loan Origination Status** from the list of criteria
10	Click **OK**
11	Click **OK** again on the Selection Criteria window
12	On the Parameter Query Entry window, select the status **A** from the drop down menu in Field Value
13	Click **OK** Then click **Close**
14	Select All
15	Click **OK** on the Print window
16	Click **OK** to close the message box

Lesson 1 Exercise, continued

3 Print notes for the two following PLUS records
001-48-8578

123-44-4456

4 Create a query to use to print a Promissory Note List to verify the status of the notes that were printed using multiple entry. You only want to include the records that you just printed, so you'll need to create a query that uses the prom note print date of the current date.

Step	Action
1	Select **File/Print...**
2	Click on the **Direct Loan** tab
3	Select **List – Promissory Note** in the Report field
4	Select **Multiple**
5	Click **Selection Criteria** and select the query you created
6	Select **Screen** as the destination output
7	Click **OK**

5 **Darious Dallman** has just brought you a signed promissory note and you need to record it as signed in EDExpress. Complete and save the updates.

Step	Action
1	Open the loan record
2	Click the **Borrower Signed** checkbox. EDExpress will assume today's date in the **Signed Note Received** field unless it is manually changed
3	Click the **Save** button to save the updates

What will the new promissory note status be once the update has been saved?

Will this record be included on the next manifest?

How many promissory notes printed?

Were there any loans that were linked? If so, how many?

Lesson 1 Exercise, continued

6 You have received several other promissory notes from students that must be updated as signed and received in EDExpress Use the Multiple Entry function to perform this task

Step	Action
1	Select **Process/ Multiple Entry** from the menu
2	Check the Borrower Signed Note box The Date Signed Note Received box is also checked for you Click the field and select **Y** Click the **Date** field and today's date appears
3	Click the SSN file ellipsis button
4	5 Type the following IDs 001-48-8578 123-44-4456 444-11-2233 444-11-5544 444-11-6622 444-11-7722 444-11-8822 444-11-9922 998-86-5966 998-94-8900 998-95-7795
5	Click **OK** to accept the entered IDs
6	Click **Screen**
7	Click **OK**
8	You find that you need to delete the update for the Subsidized loan for 123-44-4456 Uncheck the Borrower Signed note box
9	Click **Save** and **Yes** to both confirmation boxes

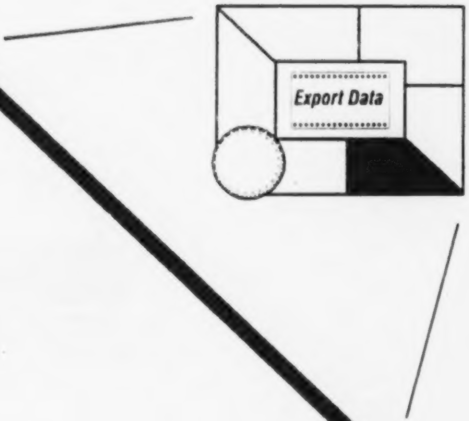
Lesson 2 - Export Records

Normally, in this step of the process, you would create an export file to send to the LOC. However, when handling promissory notes, the export step requires you to print and mail the Promissory Note Manifest.

Objective

At the end of this lesson you should be able to:

1. Use the **PRINT** function to create the Promissory Note Manifest for Stafford and PLUS.



The Promissory Note Manifest

The Promissory Note Manifest is a paper list to accompany the notes. There is no electronic manifest. Use the print command to generate a manifest every time you mail notes to the LOC.

The MPN ID will print once on the manifest for both Subsidized and Unsubsidized loans.

The manifest is assigned a batch ID number. The batch ID is tracked in the batch activity database and on each loan record that was included in the particular manifest batch. Once the manifest has been printed, the p-note status updates to "M."

Batch Size

EDExpress generates manifest batches with no more than 100 records per manifest. This makes it easier to work through promissory notes and keep them in order for both you and the LOC. If you have more than 100 promissory notes recorded as signed and available to print on a manifest, EDExpress generates multiple batches automatically. For example, if you have 200 promissory notes recorded in EDExpress as signed and available to ship to the LOC, two batches are generated. Each group of 100 records will have a unique Batch ID.

Printing the Stafford Manifest

Select **File/Print** from the menu bar

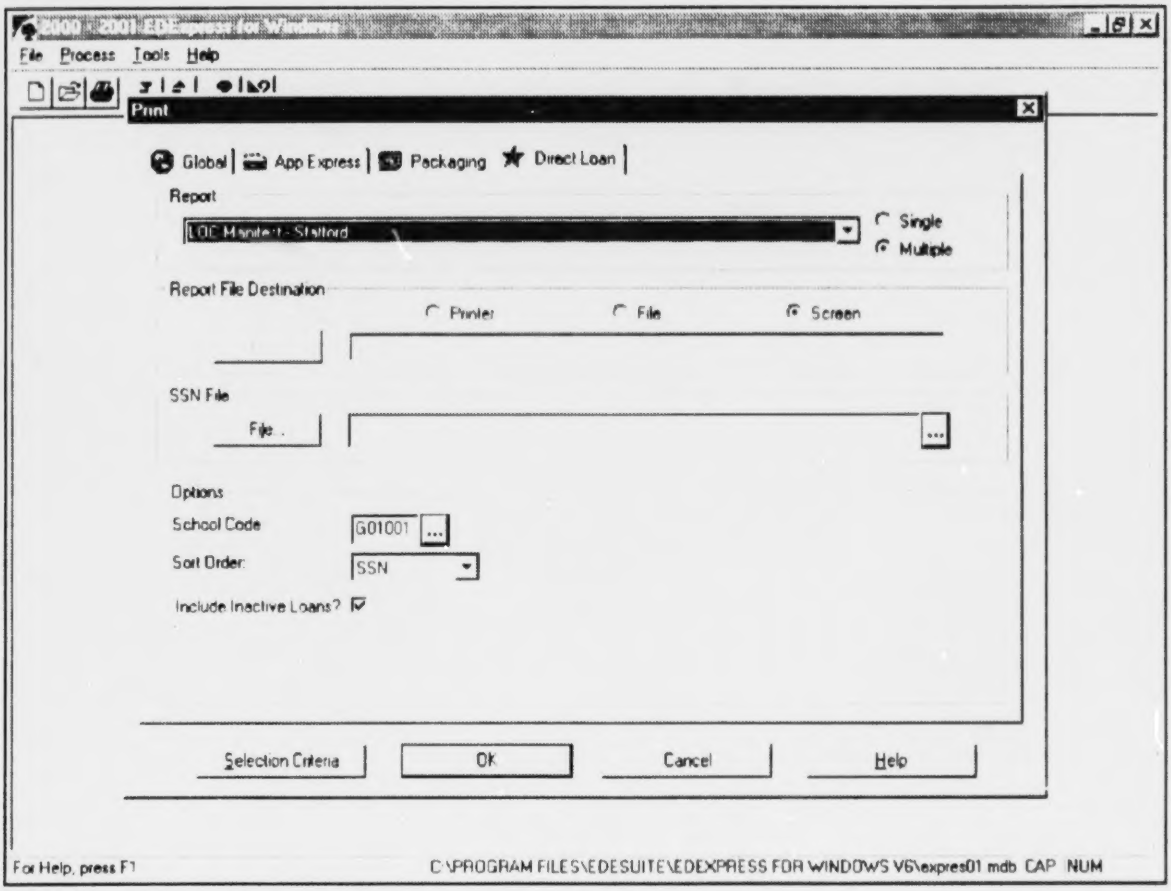
Click on the **Direct Loan** tab

Select as the export type **LOC Manifest - Stafford**

Click **Screen** as the output destination

Click **OK**

Tip You must route the paper manifest to a printer or file


2000 - 2001 EDExpress for Windows
File Process Tools Help
Print
Global
App Express
Packaging
Direct Loan
Selection Criteria
OK
Cancel
Help

Report: LOC Manifest - Stafford
○ Single
● Multiple

Report File Destination
○ Printer ○ File ● Screen

SSN File

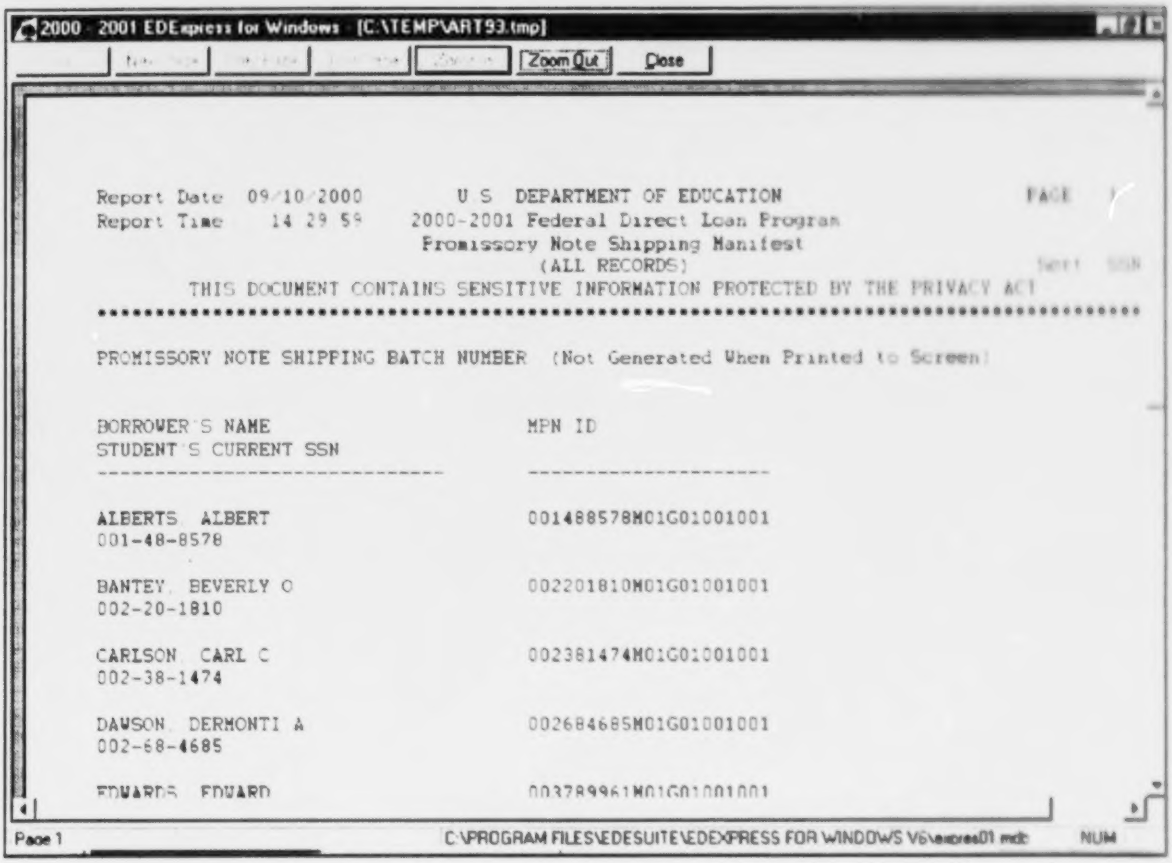
Options
School Code: G01001
Sort Order: SSN
Include Inactive Loans? ☑

For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb CAP NUM

The printed manifest lists all the P-notes by MPN ID

If you print to file or to a printer, an Export Statistics box displays the batch ID and the number of records included in the electronic file

Click ***Close*** *when you are finished viewing the manifest*


2000 - 2001 EDExpress for Windows - [C:\TEMP\ART93.tmp]
Zoom Out
Close
Page 1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb
NUM

```
Report Date  09/10/2000        U S  DEPARTMENT OF EDUCATION                PAGE  1
Report Time    14 29 59    2000-2001 Federal Direct Loan Program
                            Promissory Note Shipping Manifest
                                      (ALL RECORDS)                          Sort  SSN
       THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
****************************************************************************************

PROMISSORY NOTE SHIPPING BATCH NUMBER  (Not Generated When Printed to Screen)


BORROWER S NAME                      MPN ID
STUDENT S CURRENT SSN
------------------------------       ---------------------

ALBERTS  ALBERT                      001488578M01G01001001
001-48-8578

BANTEY  BEVERLY O                    002201810M01G01001001
002-20-1810

CARLSON  CARL C                      002381474M01G01001001
002-38-1474

DAWSON  DERMONTI A                   002684685M01G01001001
002-68-4685

EDWARDS  EDWARD                      003789961M01G01001001
```

Printing the PLUS Manifest

*Select **File/Print** from the menu bar*

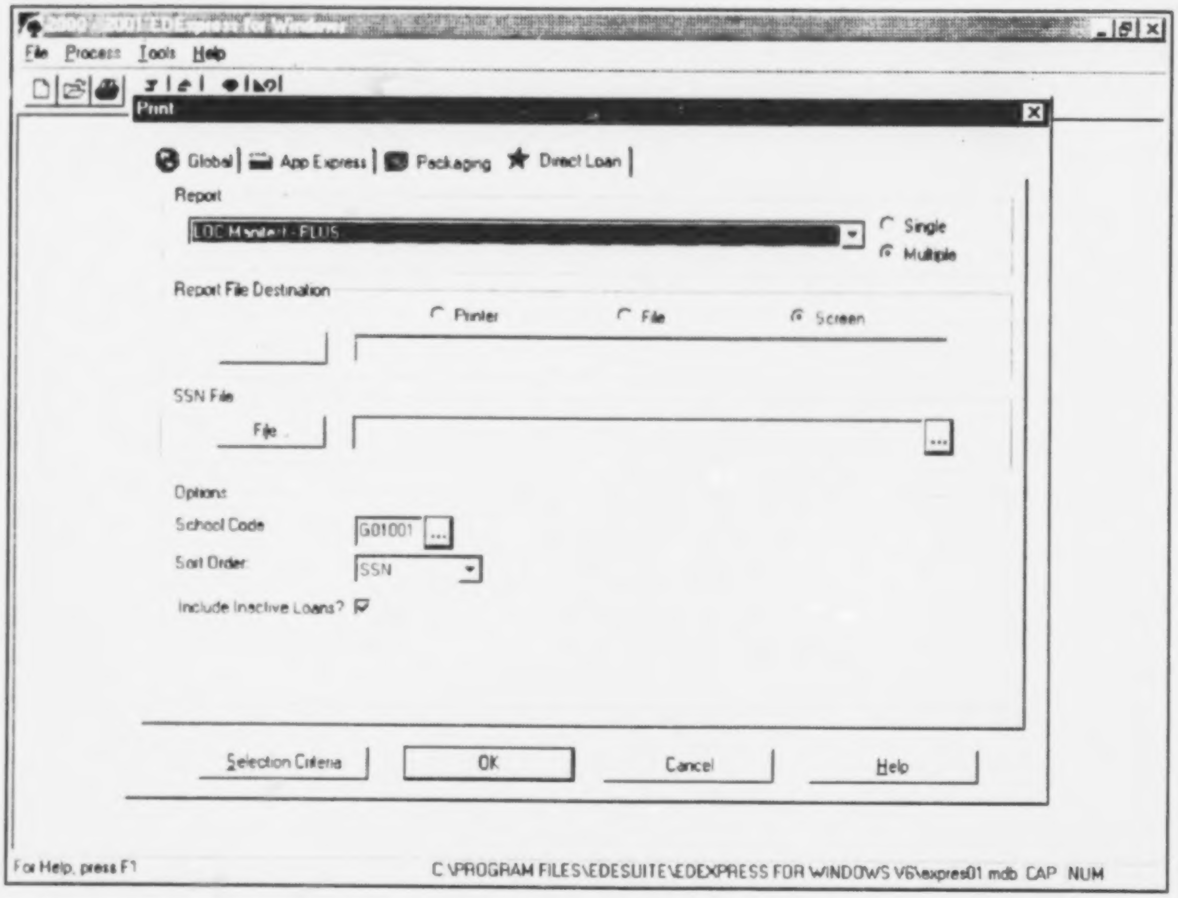
*Click on the **Direct Loan** tab*

*Select as the export type **LOC Manifest - PLUS***

*Click **Screen** as the output destination*

*Click **OK***

PLUS records are printed on a separate manifest


2000-2001 EDExpress for Windows
File
Process
Tools
Help
Print
Global
App Express
Packaging
Direct Loan
File ...
Selection Criteria
OK
Cancel
Help
For Help, press F1

Report: LOC Manifest - PLUS
○ Single
● Multiple

Report File Destination
○ Printer
○ File
● Screen

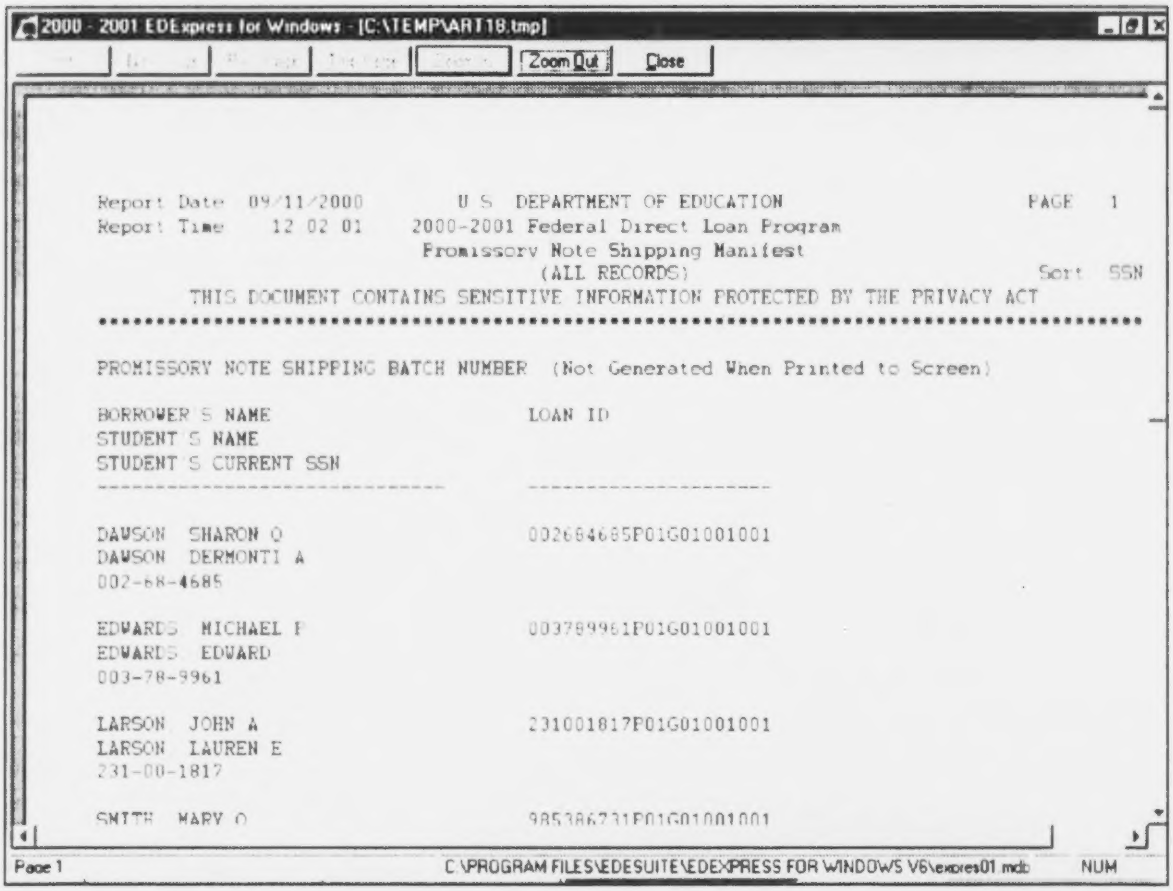
SSN File

Options
School Code: G01001
Sort Order: SSN
Include Inactive Loans? ☑

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb CAP NUM

The PLUS Loan ID is listed on the manifest

*Click **Close** when you are finished viewing the manifest*


2000 - 2001 EDExpress for Windows - [C:\TEMP\ART18.tmp]
Zoom Out
Close
Page 1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb
NUM

```
Report Date  09/11/2000        U S  DEPARTMENT OF EDUCATION                    PAGE   1
Report Time     12 02 01    2000-2001 Federal Direct Loan Program
                             Promissory Note Shipping Manifest
                                       (ALL RECORDS)                            Sort  SSN
       THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*************************************************************************************

PROMISSORY NOTE SHIPPING BATCH NUMBER  (Not Generated When Printed to Screen)

BORROWER S NAME                   LOAN ID
STUDENT S NAME
STUDENT S CURRENT SSN
-----------------------------     --------------------


DAWSON  SHARON Q                  002684685P01G01001001
DAWSON  DERMONTI A
002-68-4685

EDWARDS  MICHAEL P                003789961P01G01001001
EDWARDS  EDWARD
003-78-9961

LARSON  JOHN A                    231001817P01G01001001
LARSON  LAUREN E
231-00-1817

SMITH  MARY O                     985386731P01G01001001
```

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Lesson 2 Exercise

1 On a Stafford subsidized or unsubsidized Promissory Note Manifest, what ID will print on the manifest?

2 EDExpress generates manifest batches with no more than ________ records per manifest What happens if you have more than 100 promissory notes recorded as signed and available to print on a manifest?

3 What ID prints on a PLUS manifest?

4 List the two situations that require a new Master Promissory Note (MPN)

5 How do you reprint a promissory note if you only want a duplicate note to give to the borrower but do not want to reset the pnote status flag?

6 When an MPN is recorded as accepted, does EDExpress automatically update the status of another existing loan attached to that MPN?

Instructions:

1 Use the steps outlined below to print a Promissory Note manifest for Stafford loans that you are sending to the LOC.

Step	Action
1	Select **File/Print** from the menu bar.
2	Click on the **Direct Loan** tab.
3	Select as the export type **LOC Manifest – Stafford**.
4	Click **File** as the output destination. (Important: You must select File or Print when creating the manifest.)
5	Click the **File** button. Type **manifest** in the Filename text box. Click **Open**.
6	Click **OK**.

2 Now print a manifest for the PLUS loans that are ready to send to the LOC, and send the report to the printer.

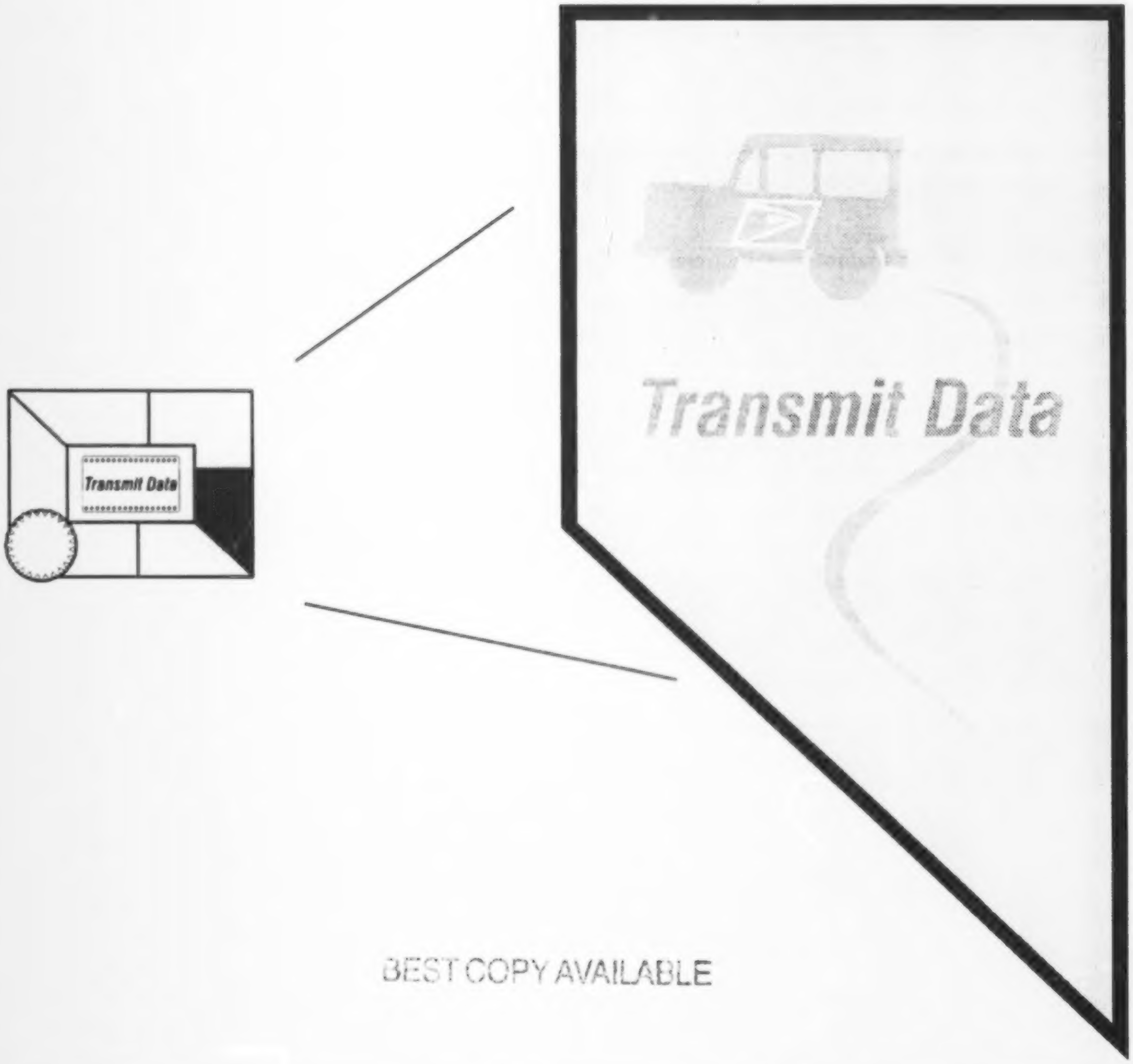
Lesson 3- Transmit Data

Since the promissory note manifest that you printed in Lesson 2 is a paper manifest, the "Transmit" step is to mail the notes to the LOC.

Objectives

At the end of this lesson you should be able to:

1. Understand the requirements of **MAILING** promissory notes to the LOC.



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Sending Promissory Notes and the Shipping Manifest to the Loan Origination Center

Schools using Origination Options 1 and 2 send the promissory notes to the LOC. Borrowers attending schools which use the Standard origination option send their notes directly to the LOC.

For Regular Mail:

U.S. Department of Education
Loan Origination Center
P.O. Box 5692
Montgomery, AL 36103-5692

For Overnight Mail:

U.S. Department of Education
Loan Origination Center
474 South Court Street, Suite 500
Montgomery, AL 36104

1 2 Option 1 and 2 schools are strongly encouraged to submit promissory notes as soon as possible following receipt of the note from the borrower.

Establishing a regular schedule for submitting promissory notes makes the reconciliation process (discussed in detail in Unit 6) more manageable and efficient.

Schools are not required to keep a copy of the promissory note. However, they may want to do so until the note is accepted by the LOC.

S For Standard origination schools, promissory notes are sent directly to the LOC by the borrower. Promissory notes have to be received and loan origination records accepted by the LOC prior to disbursement.

There are no specific school security requirements for Direct Loan promissory notes, but a school must safeguard all promissory notes in its possession. Schools should also be aware that frequent note submission to the LOC minimizes the possibility of lost notes and the potential for financial exposure.

All schools are required by regulations to submit the promissory note, loan origination record, and initial disbursement record no later than 30 days following the date of the initial disbursement. Schools also must submit any subsequent disbursement records including adjustment records, within 30 days of the date of a subsequent disbursement or disbursement adjustment.

Lesson 3 Exercise

True or False:

_____ Schools are required to keep a copy of every promissory note

_____ The school retains liability for the loan until the promissory note is accepted by the LOC

_____ Frequent note submission to the LOC minimizes the possibility of lost notes and the potential for financial exposure

Short Answer:

1 Where do schools using Origination Options 1 and 2 send their promissory notes?

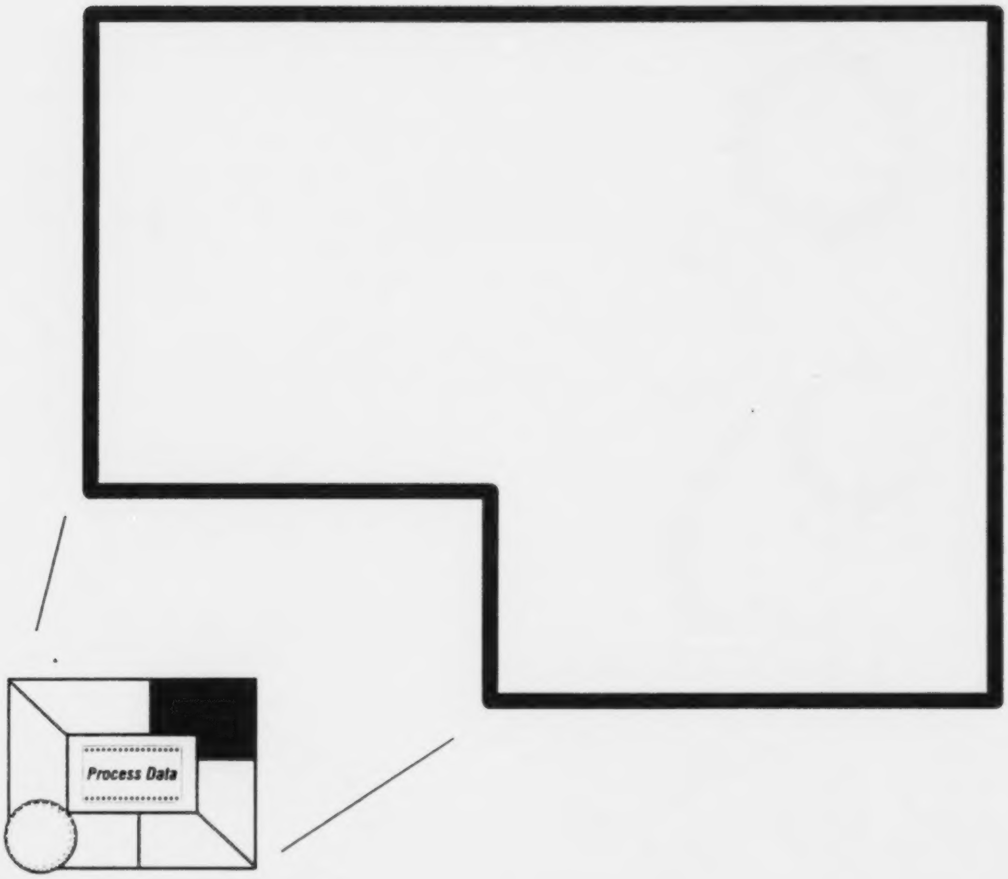
2 If a borrower is attending a school that uses the Standard Origination option, what happens to their promissory note?

Lesson 4 - Process Data

Objectives

At the end of this lesson you should be able to:

1. Understand how the LOC handles submitted promissory notes.



Loan Origination Center Response and Actions

- The LOC acknowledges receipt of the note within three business days. The LOC's acceptance of the note means that ED has taken responsibility for it and the school's liability for the note ends. To accept the note, the LOC must have the origination record in order to compare the data and make sure it matches. The LOC will keep a promissory note on file for 90 days without an associated loan origination record.
- The school may retain or destroy its copies of accepted promissory notes.
- The LOC informs the school of an unacceptable or incomplete promissory note, by returning the hard copy with an attached cover letter, within three business days of verifying receipt. A copy of the cover letter can be found in Appendix D of the DL Technical Reference.
- If the school cannot correct the problem, the school contacts the borrower for resolution.
- If both the subsidized and unsubsidized loan origination records are accepted by the LOC at the time the MPN is processed, both loans are acknowledged on the Pnote Acknowledgement.
- If one of the Loan Origination Records is accepted by the LOC at the time the MPN is processed, only the accepted loan is acknowledged on the Promissory Note Acknowledgement. If the LOC subsequently accepts a second loan type, the subsequent loan origination Acknowledgement informs the school that an accepted MPN is on file and a Promissory Note Acknowledgement is sent.

Lesson 4 Exercise

1 The LOC will keep a promissory note on file for how many days if there is not an associated loan origination record?

2 The LOC acknowledges receipt of the note within ________ business days?

3 List three causes of promissory note rejection

4 The LOC informs the school of unacceptable or incomplete promissory notes within ________ business days of verifying receipt

5 Is there batch integrity with promissory note batches? Explain

6 If both the subsidized and unsubsidized loan origination records are accepted by the LOC at the time the MPN is processed, are both loans acknowledged on the P-note Acknowledgement?

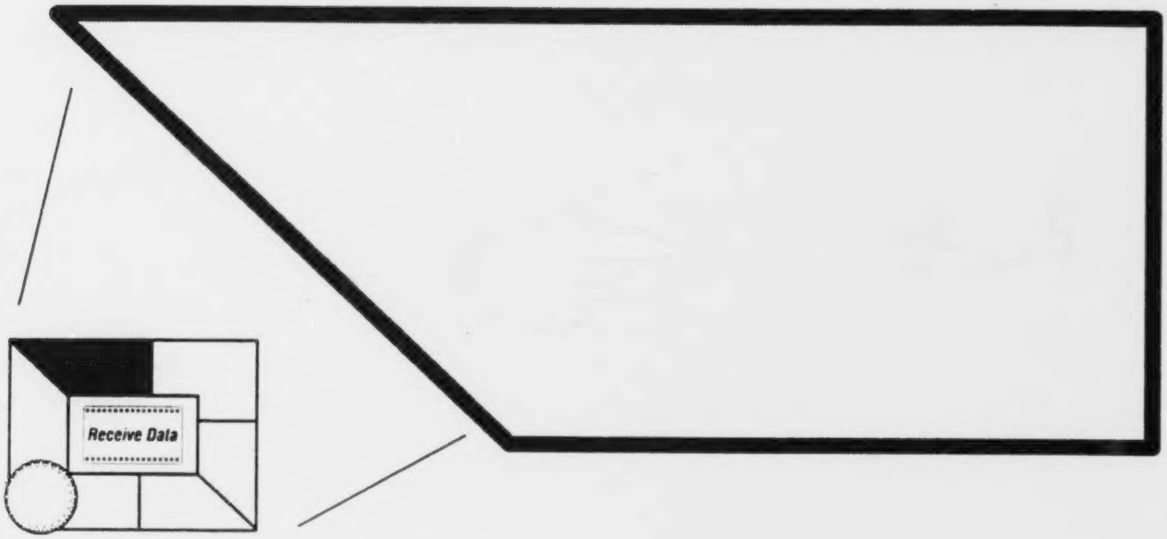
7 What does a status of X mean in a Pnote Acknowledgement?

Lesson 5 - Receive Data

Objectives

At the end of this lesson you should be able to

1. Use the Mailbox Query to view any remaining data on the network
2. Add a Request to receive data to the Transmission Queue from Mailbox Query
3. Use the Activity Log to review and confirm what happened during the transmission



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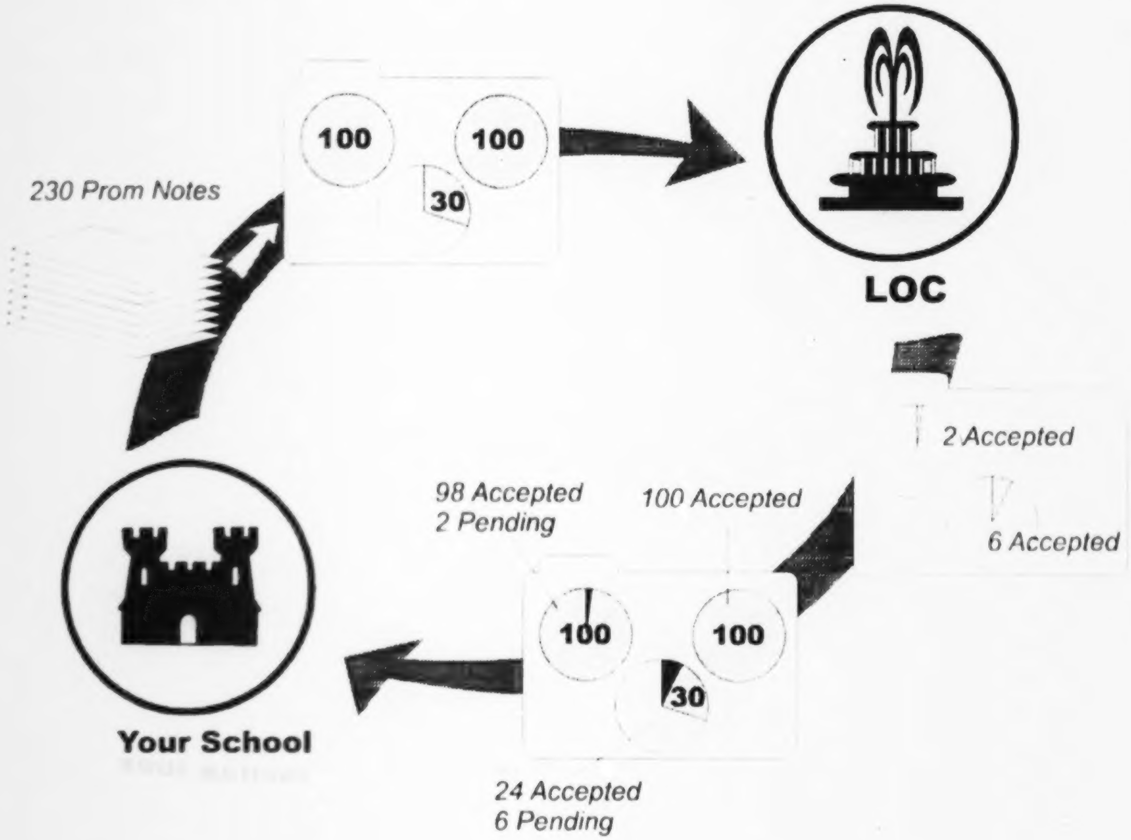
Electronic Acknowledgements for Promissory Notes

In Lesson 3, you sent the paper copies of the promissory notes and the manifest to the LOC. The next step in the transmission process is to receive data from the network.

In order to accept a note, the LOC must compare the note with the loan origination record. If the LOC has not received a loan origination record, the note will be held until the origination record is received. In this case, an acknowledgement with a pending status is returned to the school and displays on the import edit report but doesn't update the loan record. For notes that have been matched with loan origination records and accepted, an acknowledgment with an accepted status is returned to the school.

A promissory note may also be found unsatisfactory and may be returned to your school for corrections. Once the note has been resubmitted and accepted, a separate file will then be sent for that promissory note.


230 Prom Notes
100
100
30
LOC
2 Accepted
6 Accepted
98 Accepted
2 Pending
100 Accepted
100
100
30
Your School
24 Accepted
6 Pending

Mailbox Query

Receiving acceptance acknowledgements immediately benefits your school because one note does not hold up a response to the rest of the batch. For any record that cannot be matched to a loan origination record, a status code of "X" is returned. The promissory note status may be pending because the LOC has not received the loan origination record. Subsequent promissory note acknowledgements follow as the LOC accepts the final notes in the batch of promissory notes.

How will you know that a subsequent batch of promissory note acknowledgements has been sent to your mailbox?

One way of doing this is to submit a request for all types of data that are in your network mailbox. If you have different schedules and staff managing different types of data at different times of the week you may not want to just dump the entire contents of your mailbox at once without knowing what's out there.

A tool provided to assist you in identifying data in your mailbox is Mailbox Query. During each transmission EDconn32 polls your network mailbox to see if there are any batches of data that you have not yet retrieved. You can then use the Mailbox Query view to display information about those batches. Not only can you view the batches in your mailbox, you can also easily add these records to the Transmission Queue.

*Click the **Mailbox Query** button on the toolbar or select **File|New|Mailbox Query** from the menu*

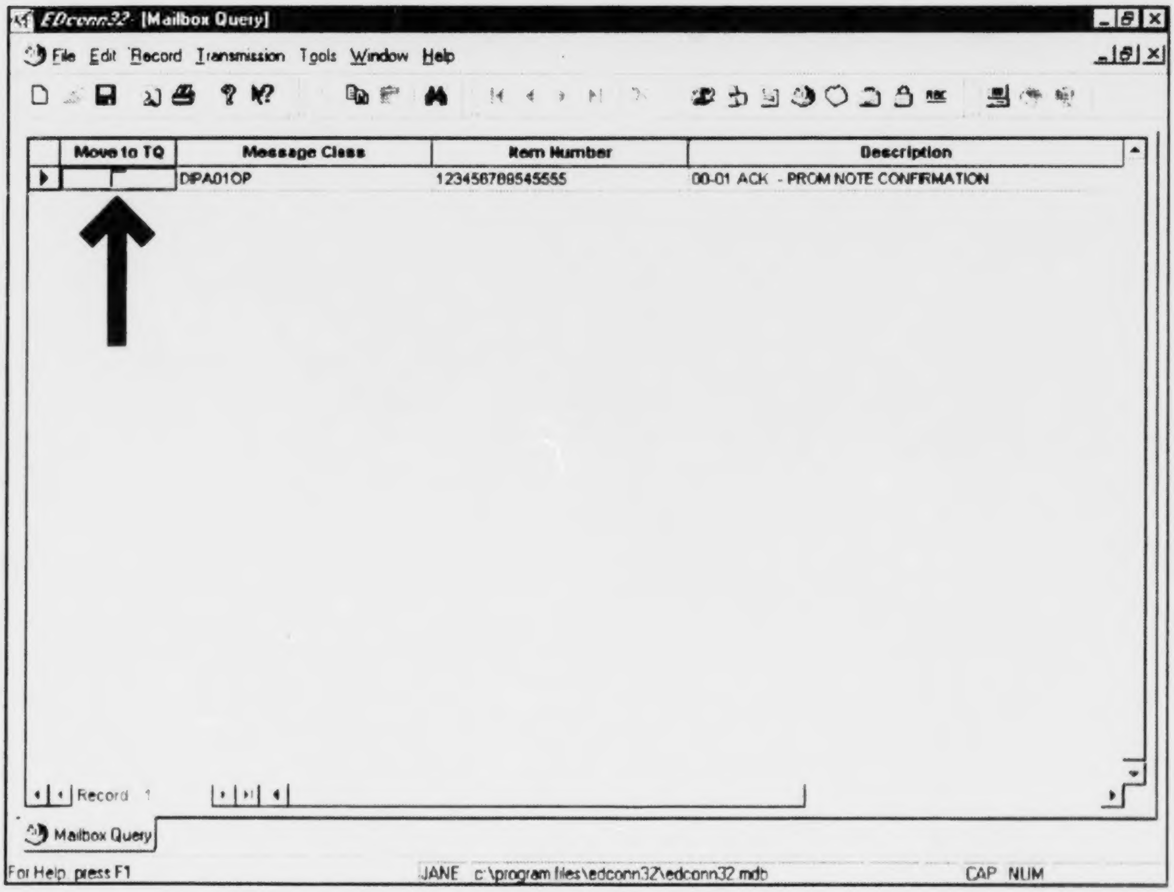
*Click the **Move to TQ** box*

*Click the **Save** button on the toolbar to add these records to the Transmission Queue*

*Open the **Transmission Queue***

In this example, there was one promissory acknowledgement batch in the mailbox waiting to be retrieved

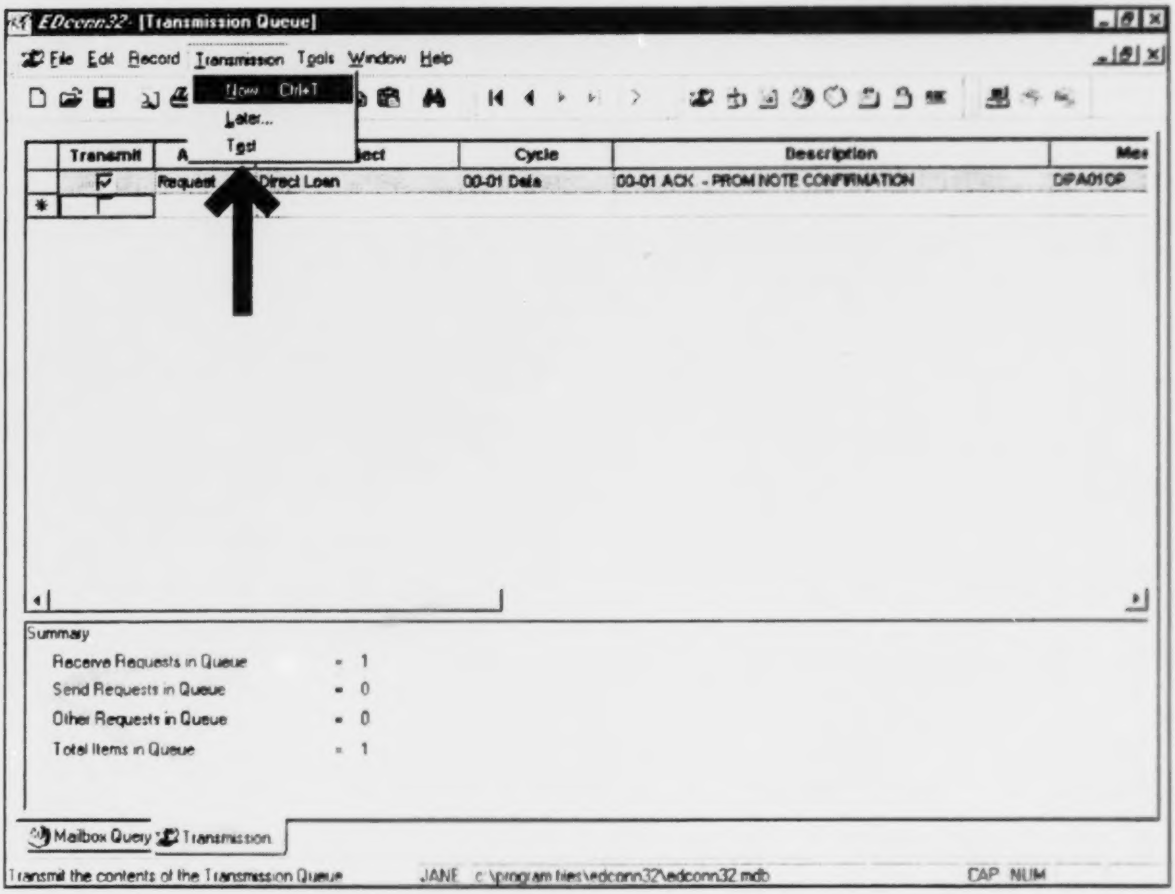
The message class, item number and description identify each record in the Mailbox Query To create a Request for the records in your mailbox, click the box for each record in the Move to TQ column, beginning with the first line


EDconn32 - [Mailbox Query]
File Edit Record Transmission Tools Window Help
Record 1
Mailbox Query
For Help, press F1
JANE c:\program files\edconn32\edconn32.mdb
CAP NUM

Move to TQ	Message Class	Item Number	Description
☐	DIPA01OP	123456788545555	00-01 ACK - PROM NOTE CONFIRMATION

Now the records you selected have been added to the Transmission Queue. You are ready to transmit your request to the network.

Select **Transmission|Now** *from the menu*


EDconn32- [Transmission Queue]
File Edit Record Transmission Tools Window Help
Now Ctrl+T
Later...
Test
Mailbox Query
Transmission

	Transmit	A	ject	Cycle	Description	Mes
	☑	Request	Direct Loan	00-01 Data	00-01 ACK - PROM NOTE CONFIRMATION	DPA01OP
*	☐					

Summary

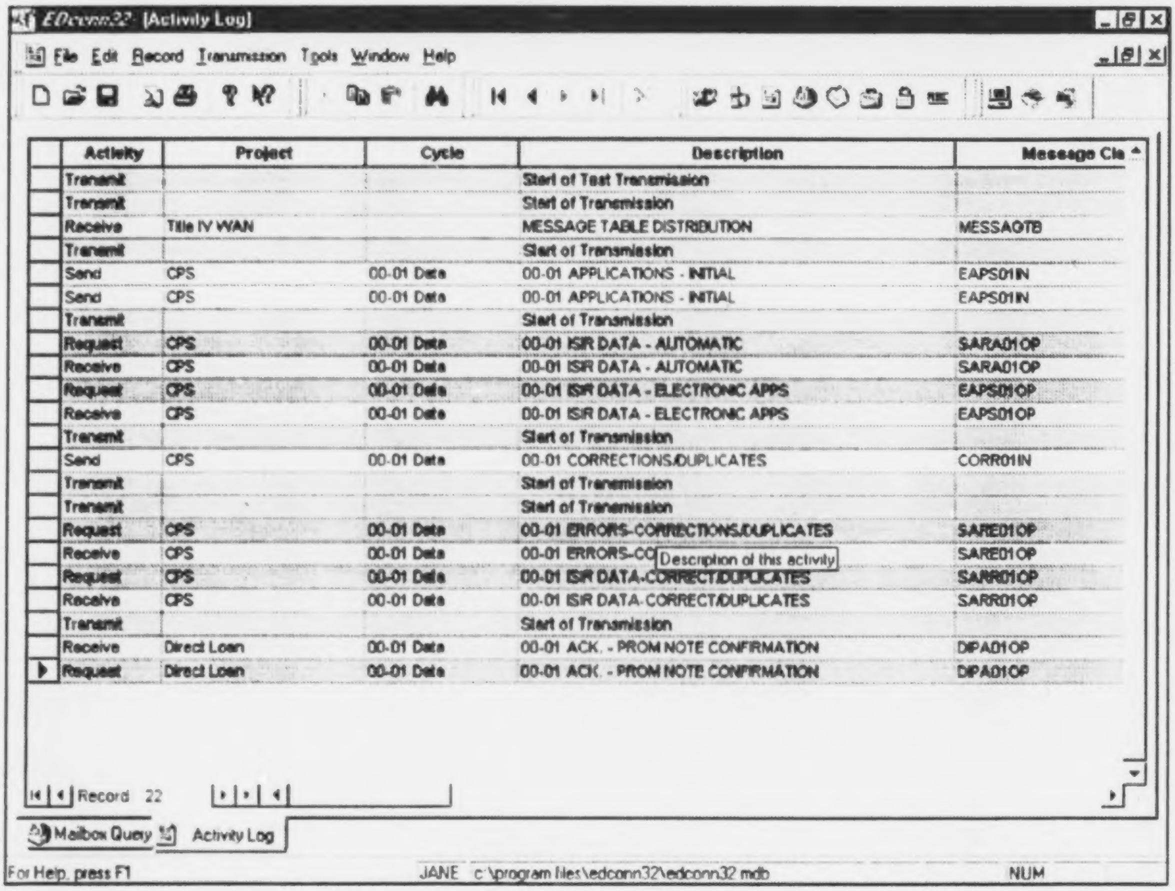
Receive Requests in Queue = 1
Send Requests in Queue = 0
Other Requests in Queue = 0
Total Items in Queue = 1

Transmit the contents of the Transmission Queue JANE c:\program files\edconn32\edconn32.mdb CAP NUM

Activity Log

*To view the Activity Log, click the **Activity Log** button on the toolbar*

At the conclusion of each transmission, the result of what happened during the transmission is stored in the Activity Log


EDconn32 - [Activity Log]
File Edit Record Transmission Tools Window Help
Record 22
Mailbox Query
Activity Log
Description of this activity
For Help, press F1
JANE c:\program files\edconn32\edconn32.mdb
NUM

Activity	Project	Cycle	Description	Message Cla
Transmit			Start of Test Transmission	
Transmit			Start of Transmission	
Receive	Title IV WAN		MESSAGE TABLE DISTRIBUTION	MESSAGTB
Transmit			Start of Transmission	
Send	CPS	00-01 Data	00-01 APPLICATIONS - INITIAL	EAPS01IN
Send	CPS	00-01 Data	00-01 APPLICATIONS - INITIAL	EAPS01IN
Transmit			Start of Transmission	
Request	CPS	00-01 Data	00-01 ISR DATA - AUTOMATIC	SARA01OP
Receive	CPS	00-01 Data	00-01 ISR DATA - AUTOMATIC	SARA01OP
Request	CPS	00-01 Data	00-01 ISR DATA - ELECTRONIC APPS	EAPS01OP
Receive	CPS	00-01 Data	00-01 ISR DATA - ELECTRONIC APPS	EAPS01OP
Transmit			Start of Transmission	
Send	CPS	00-01 Data	00-01 CORRECTIONS/DUPLICATES	CORR01IN
Transmit			Start of Transmission	
Transmit			Start of Transmission	
Request	CPS	00-01 Data	00-01 ERRORS-CORRECTIONS/DUPLICATES	SARE01OP
Receive	CPS	00-01 Data	00-01 ERRORS-CO	SARE01OP
Request	CPS	00-01 Data	00-01 ISR DATA-CORRECT/DUPLICATES	SARR01OP
Receive	CPS	00-01 Data	00-01 ISR DATA-CORRECT/DUPLICATES	SARR01OP
Transmit			Start of Transmission	
Receive	Direct Loan	00-01 Data	00-01 ACK. - PROM NOTE CONFIRMATION	DIPA01OP
Request	Direct Loan	00-01 Data	00-01 ACK. - PROM NOTE CONFIRMATION	DIPA01OP

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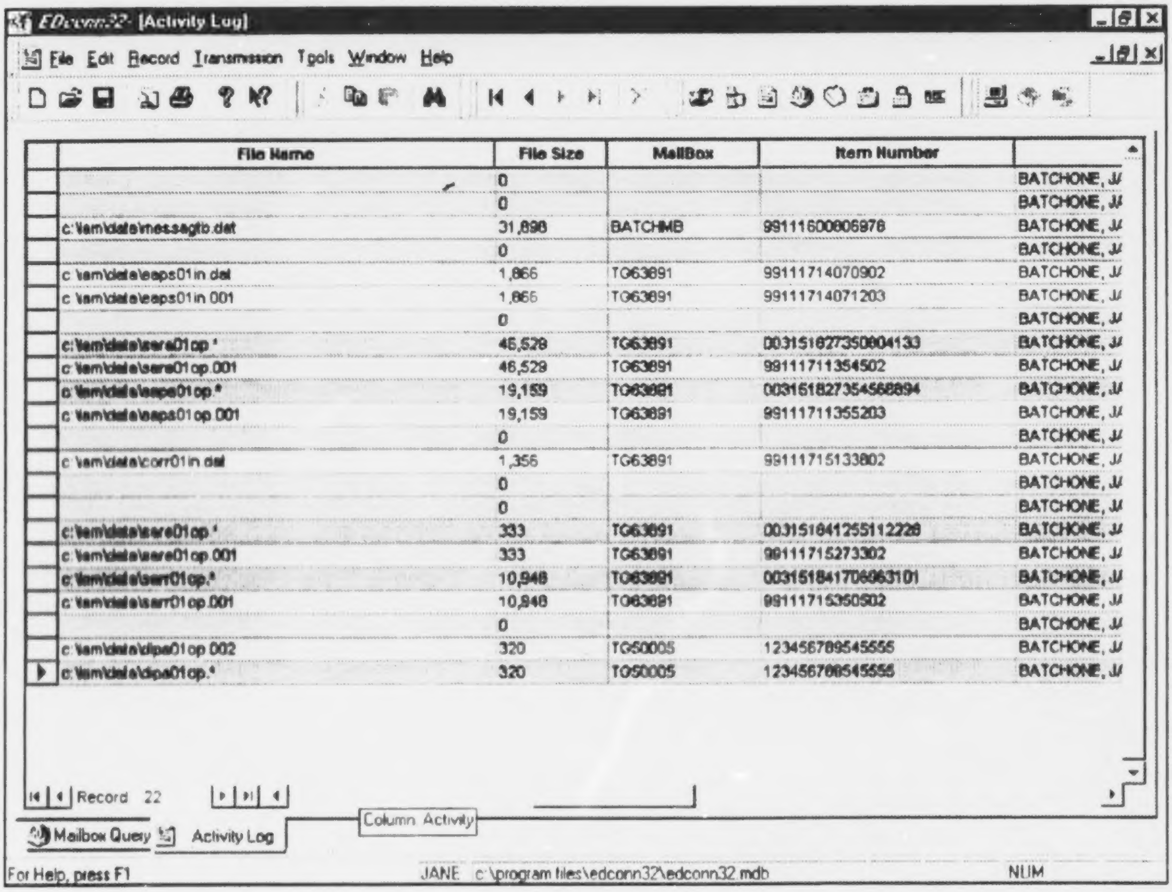
Now compare the information stored here with the information you record in your Processing Log in Lesson 3. Another way to keep a Processing Log of transmission activity is to print the Activity Log to paper or electronic file. All of the information you need, including the user that performed the transmission, is included in the log. Each row represents a different transmission activity.

Click the horizontal and vertical scroll bars to view more information.


EDconn32 - [Activity Log]
File Edit Record Transmission Tools Window Help
Record 22
Mailbox Query
Activity Log
Column Activity
For Help, press F1
JANE c:\program files\edconn32\edconn32.mdb
NUM

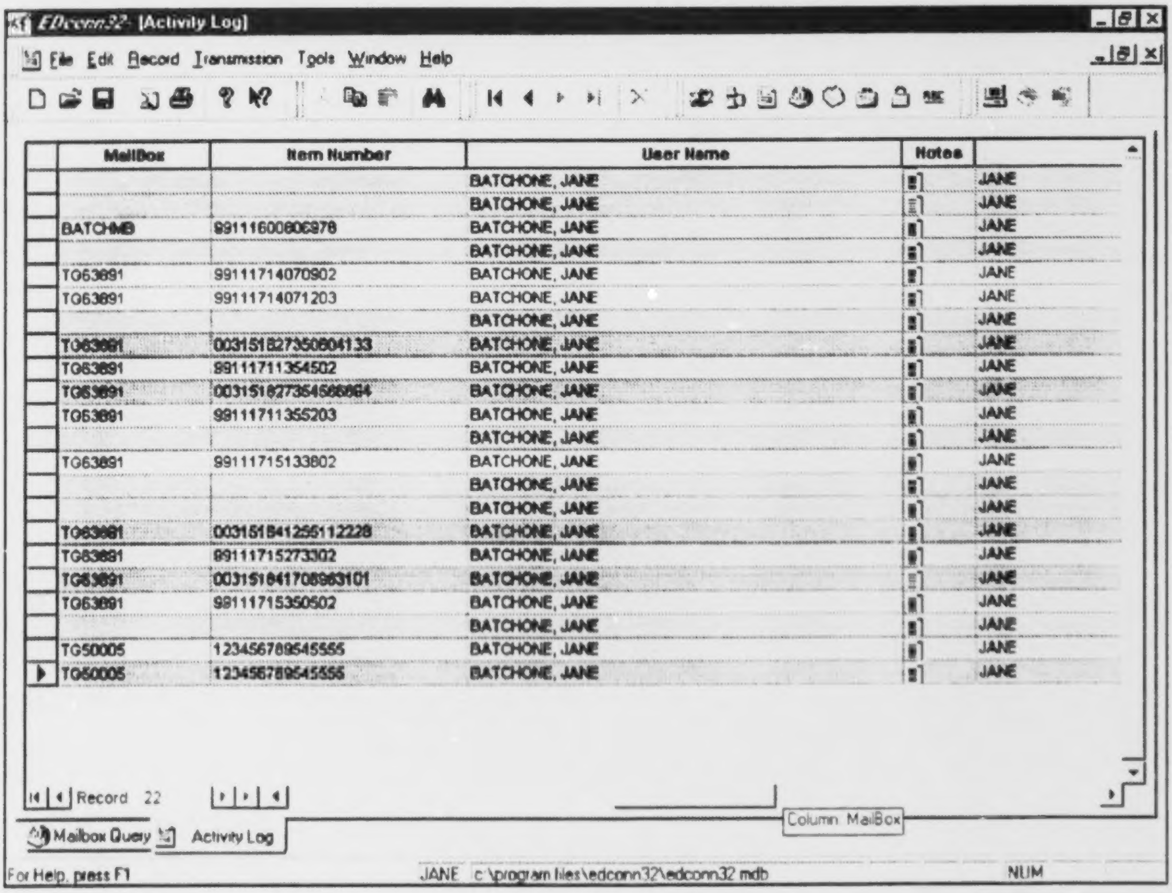
	File Name	File Size	MailBox	Item Number	
		0			BATCHONE, J/
		0			BATCHONE, J/
	c:\am\data\messagtb.dat	31,898	BATCHMB	99111600806978	BATCHONE, J/
		0			BATCHONE, J/
	c:\am\data\eaps01in.dat	1,866	TG63891	99111714070902	BATCHONE, J/
	c:\am\data\eaps01in.001	1,866	TG63891	99111714071203	BATCHONE, J/
		0			BATCHONE, J/
	c:\am\data\sara01op.*	46,529	TG63891	003151827350804133	BATCHONE, J/
	c:\am\data\sara01op.001	46,529	TG63891	99111711354502	BATCHONE, J/
	c:\am\data\eapa01op.*	19,159	TG63891	003151827354568894	BATCHONE, J/
	c:\am\data\eaps01op.001	19,159	TG63891	99111711355203	BATCHONE, J/
		0			BATCHONE, J/
	c:\am\data\corr01in.dat	1,356	TG63891	99111715133802	BATCHONE, J/
		0			BATCHONE, J/
		0			BATCHONE, J/
	c:\am\data\sare01op.*	333	TG63891	003151841255112228	BATCHONE, J/
	c:\am\data\sare01op.001	333	TG63891	99111715273302	BATCHONE, J/
	c:\am\data\serr01op.*	10,948	TG63891	003151841706063101	BATCHONE, J/
	c:\am\data\serr01op.001	10,948	TG63891	99111715350502	BATCHONE, J/
		0			BATCHONE, J/
	c:\am\data\dipa01op.002	320	TG50005	123456789545555	BATCHONE, J/
▶	c:\am\data\dipa01op.*	320	TG50005	123456789545555	BATCHONE, J/

BEST COPY AVAILABLE

Click the horizontal and vertical scroll bars to view more information

Just as in the Transmission Queue, information is provided about the kind of data contained in each record

Tip. The type of activity in each record can be easily identified by the color of the row


EDconn32 - [Activity Log]
File Edit Record Transmission Tools Window Help
Record 22
Column: MailBox
Mailbox Query
Activity Log
For Help, press F1
NUM

	MailBox	Item Number	User Name	Notes	
			BATCHONE, JANE		JANE
			BATCHONE, JANE		JANE
	BATCHMB	99111600806978	BATCHONE, JANE		JANE
			BATCHONE, JANE		JANE
	TG63891	99111714070902	BATCHONE, JANE		JANE
	TG63891	99111714071203	BATCHONE, JANE		JANE
			BATCHONE, JANE		JANE
	TG63891	003151827350604133	BATCHONE, JANE		JANE
	TG63891	99111711354502	BATCHONE, JANE		JANE
	TG63891	003151827354566664	BATCHONE, JANE		JANE
	TG63891	99111711355203	BATCHONE, JANE		JANE
			BATCHONE, JANE		JANE
	TG63891	99111715133802	BATCHONE, JANE		JANE
			BATCHONE, JANE		JANE
			BATCHONE, JANE		JANE
	TG63891	003151841255112228	BATCHONE, JANE		JANE
	TG63891	99111715273302	BATCHONE, JANE		JANE
	TG63891	003151841708963101	BATCHONE, JANE		JANE
	TG63891	99111715350502	BATCHONE, JANE		JANE
			BATCHONE, JANE		JANE
	TG50005	123456789545555	BATCHONE, JANE		JANE
▶	TG50005	123456789545555	BATCHONE, JANE		JANE

JANE c:\program files\edconn32\edconn32.mdb

BEST COPY AVAILABLE

Lesson 5 Exercise

Scenario:

In your schedule of weekly activities, today is Tuesday, the day to transmit loan origination batches. You will be using a simulation of EDconn32 to complete this task.

Instructions

1. Open and log in to EDconn32.

	Action
1	From the taskbar, click **Start/Programs**. Then select **Edconn32 (Unit 3, Lesson 5 – DL)**
2	Type the User ID: **Jane** and press the **Tab** key.
3	Type the Password: **Jane123**
4	Click **OK**.
5	Click **OK** to close the Tip of the Day.

2. Record the following activity in the Transmission Processing Log.
3. Click the Mailbox Query button and select the **DIPA01OP** batch to move it to the Transmission Queue. Then click the Save button.
4. Transmit the batch.

Step	Action
1	Select **Transmission/Now** from the menu
2	When the transmission is complete, click the close box in the top right corner to close the application.

5. Review the Activity Log.

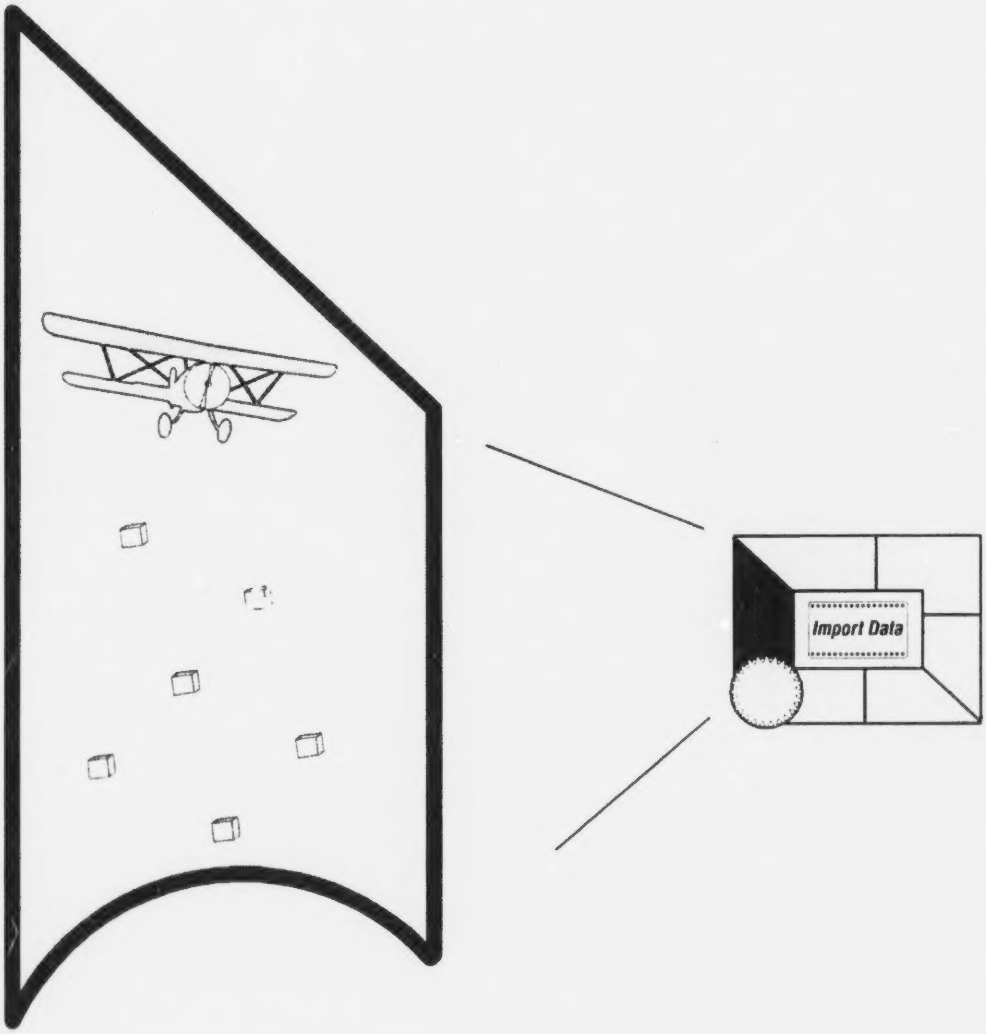
Step	Action
1	Select the **Activity Log** button from the button bar.
2	Click the horizontal scroll bar to scroll through the log
3	Close EDconn32 by clicking the "X" in the upper right hand corner of the screen.

Lesson 6 - Import Data

Objectives

At the end of this lesson you should be able to

1. Use the import function to update records with the Master Promissory Note acknowledgements



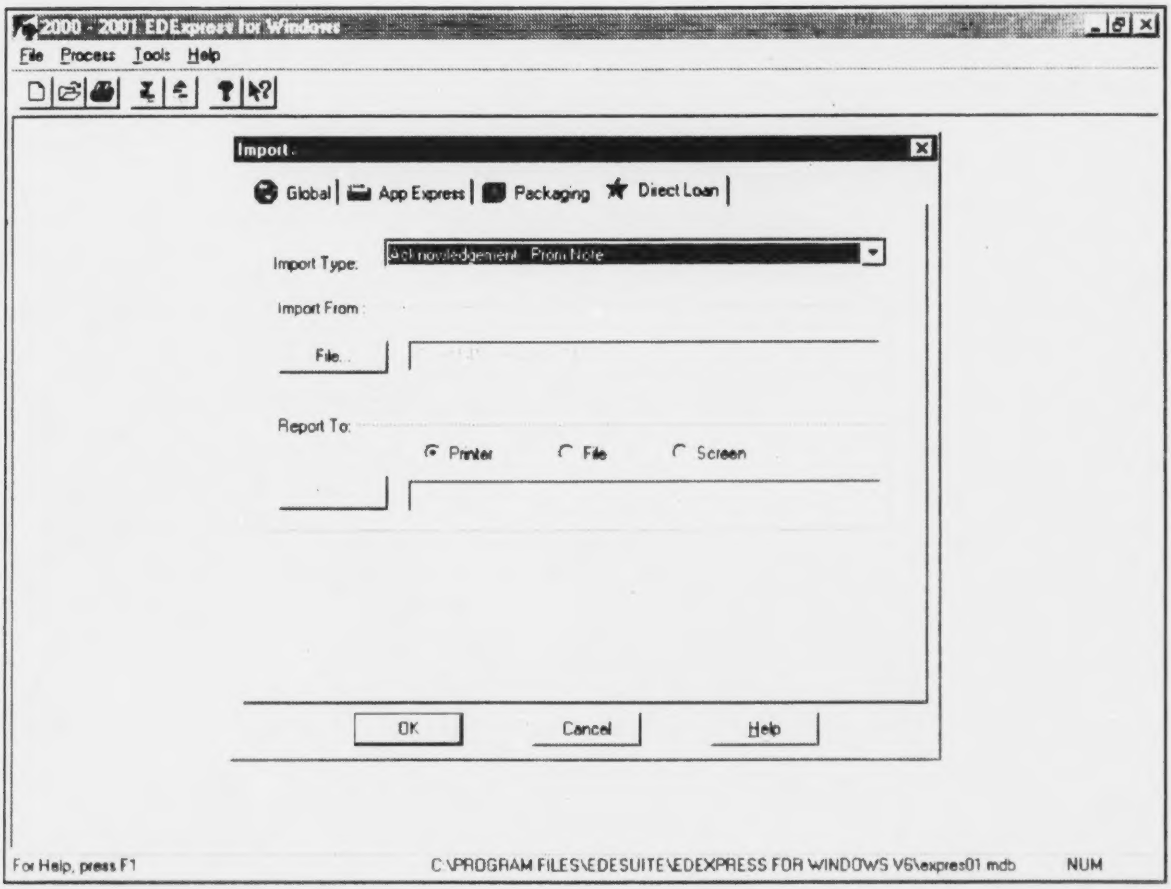
Importing Stafford Promissory Note Acknowledgements

Promissory note acknowledgements may be returned in separate files. Be sure to import all files you have retrieved from the LOC.

*Select **File/Import** from the menu bar or click on the **Import** icon*

*Select as the import type **Acknowledgement-Prom Note**.*

*Click the **File...** button*


2000 - 2001 EDExpress for Windows

File Process Tools Help

Import

Global | App Express | Packaging | Direct Loan

Import Type: Acknowledgement - Prom Note

Import From:

File...

Report To:

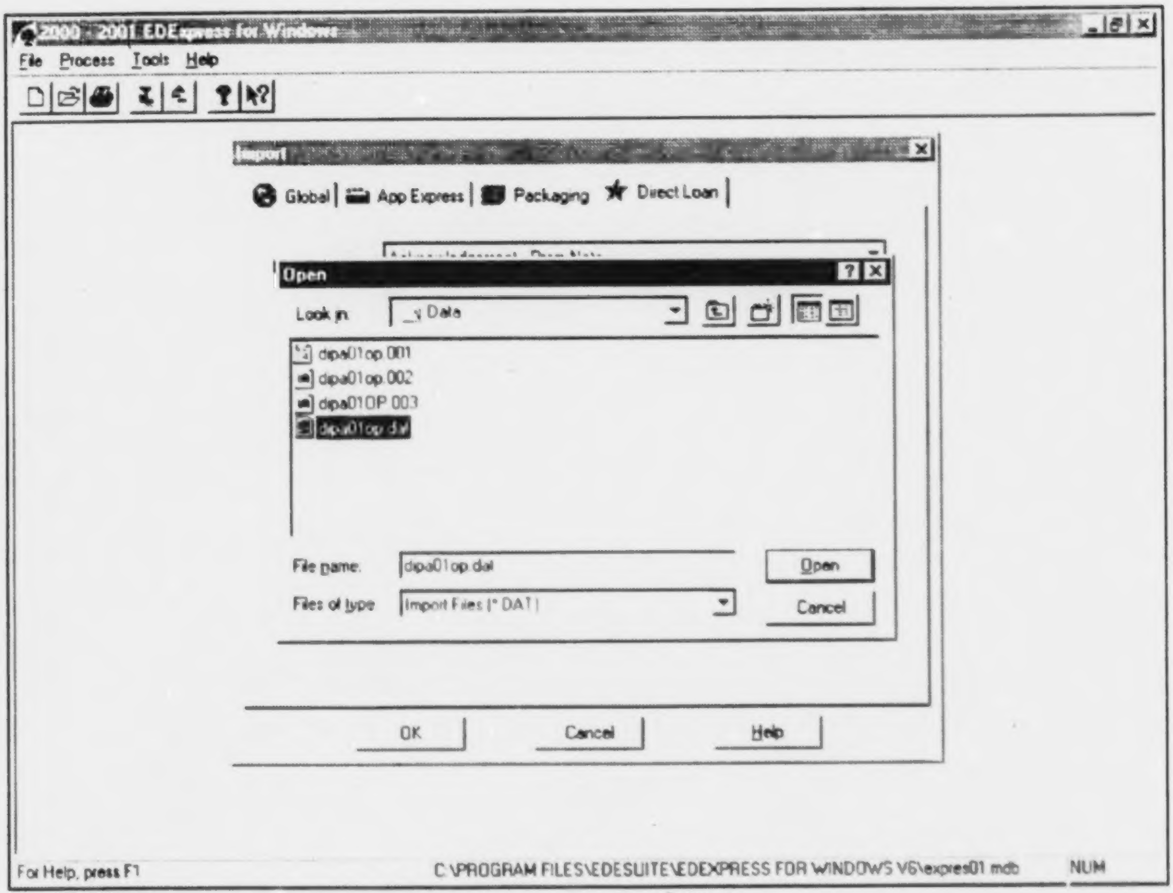
● Printer ○ File ○ Screen

OK Cancel Help

For Help, press F1 C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb NUM

Select the file ***Dipa01op.dat****.*

Click ***Open***


2000 - 2001 EDExpress for Windows
File Process Tools Help
Import
Global App Express Packaging Direct Loan
Open
Open
Cancel
OK
Cancel
Help
For Help, press F1
NUM

Look in: Data

dipa01op.001
dipa01op.002
dipa01OP.003
dipa01op.dat

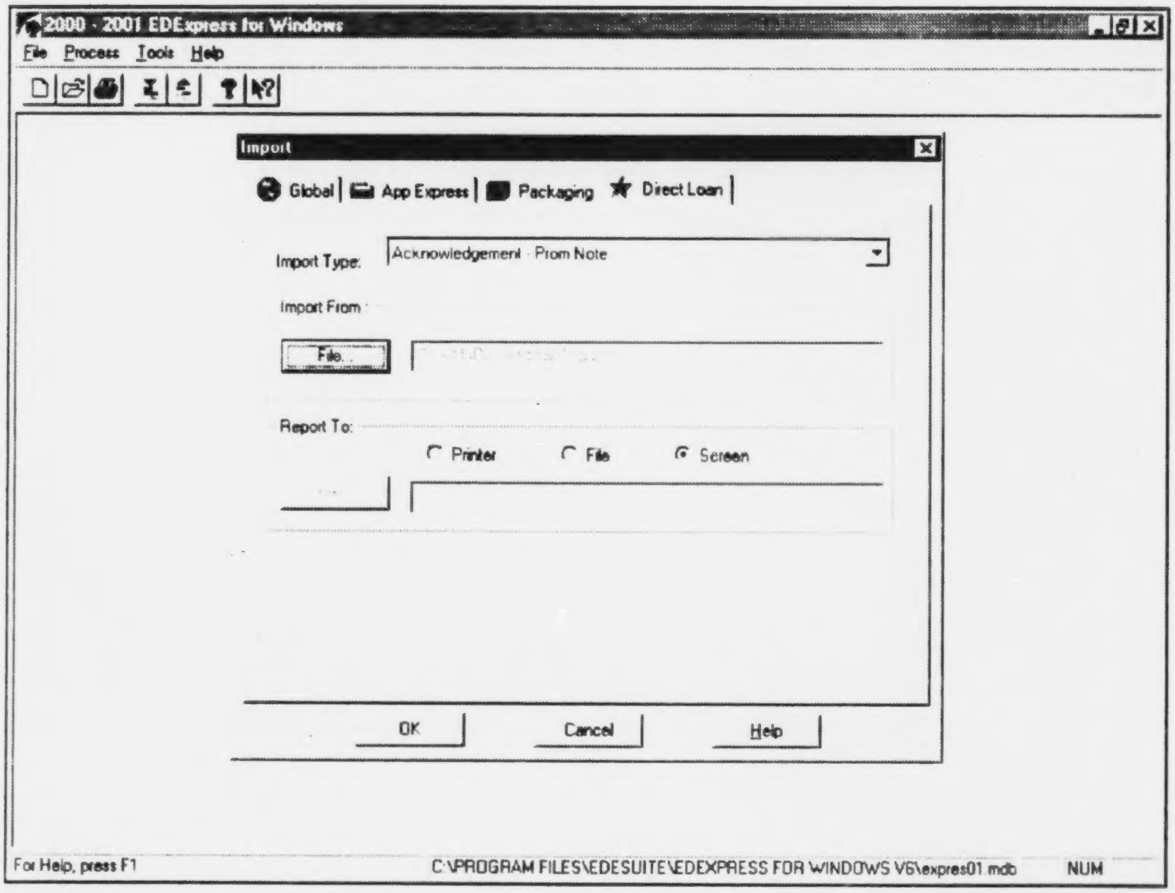
File name: dipa01op.dat

Files of type: Import Files (*.DAT)

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb

*Select **Screen** as the output destination*

*Click **OK***


2000 - 2001 EDExpress for Windows
File Process Tools Help
Import
Global
App Express
Packaging
Direct Loan
File...
OK
Cancel
Help
For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb
NUM

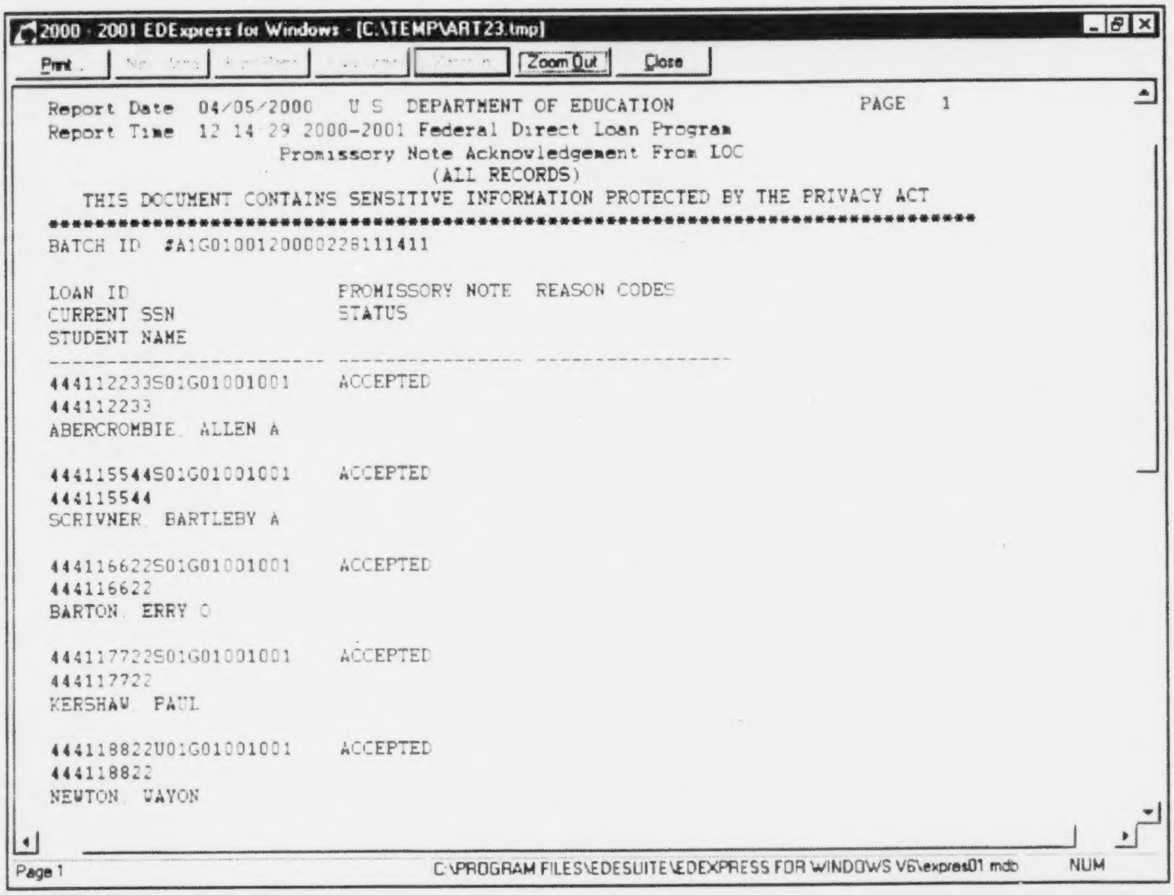
Import Type: Acknowledgement - Prom Note

Import From:

Report To: ○ Printer ○ File ● Screen

Click the ***Close*** *button when you are finished viewing the report*

The Import Edit report lists each record and promissory note status



2000 - 2001 EDExpress for Windows - [C:\TEMP\ART23.tmp]
Print...
Zoom Out
Close
Page 1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb
NUM

```
Report Date  04/05/2000   U S  DEPARTMENT OF EDUCATION               PAGE   1
Report Time  12 14 29 2000-2001 Federal Direct Loan Program
                    Promissory Note Acknowledgement From LOC
                                 (ALL RECORDS)
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*****************************************************************************
BATCH ID  #A1G0100120000228111411

LOAN ID                   PROMISSORY NOTE  REASON CODES
CURRENT SSN               STATUS
STUDENT NAME
------------------------- ---------------- -----------------
444112233S01G01001001     ACCEPTED
444112233
ABERCROMBIE, ALLEN A

444115544S01G01001001     ACCEPTED
444115544
SCRIVNER, BARTLEBY A

444116622S01G01001001     ACCEPTED
444116622
BARTON, ERRY O

444117722S01G01001001     ACCEPTED
444117722
KERSHAW, PAUL

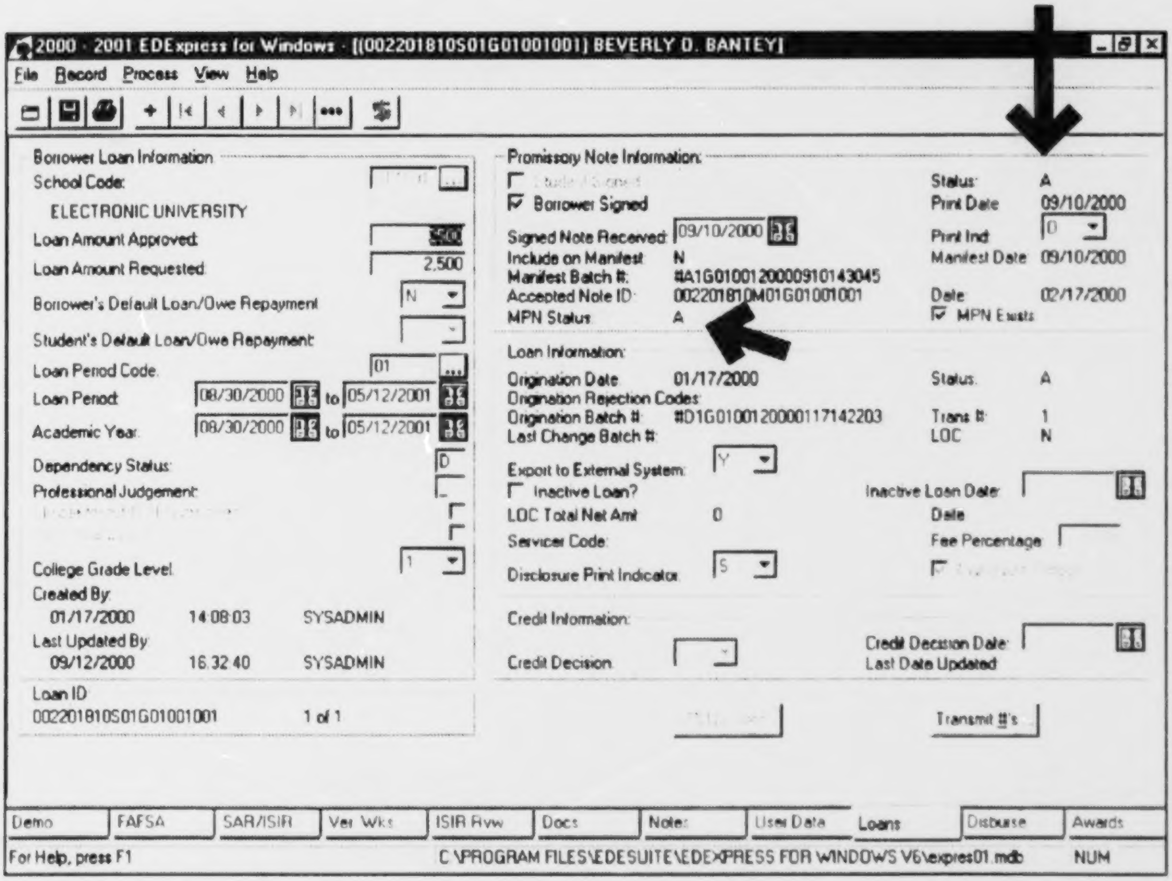
444118822U01G01001001     ACCEPTED
444118822
NEWTON, WAYON
```

Open a record to view the results of the Import. Since the promissory note for this loan record was accepted, the status is now A and the Accepted Date field has been updated.

Since an MPN can have a Subsidized and an Unsubsidized loan attached to it, when the MPN is accepted for one of the loans it automatically updates the other loan type to A as well.

*Open **Beverly Bantey's** record*

*Select the **Loans** tab*



2000 - 2001 EDExpress for Windows - [(002201810S01G01001001) BEVERLY D. BANTEY]

Borrower Loan Information

School Code:
ELECTRONIC UNIVERSITY
Loan Amount Approved: 500
Loan Amount Requested: 2,500
Borrower's Default Loan/Owe Repayment: N
Student's Default Loan/Owe Repayment:
Loan Period Code: 01
Loan Period: 08/30/2000 to 05/12/2001
Academic Year: 08/30/2000 to 05/12/2001
Dependency Status: D
Professional Judgement:
College Grade Level: 1
Created By: 01/17/2000 14:08:03 SYSADMIN
Last Updated By: 09/12/2000 16:32:40 SYSADMIN
Loan ID: 002201810S01G01001001 1 of 1

Promissory Note Information:

☑ Borrower Signed
Signed Note Received: 09/10/2000
Include on Manifest: N
Manifest Batch #: #A1G0100120000910143045
Accepted Note ID: 002201810M01G01001001
MPN Status: A
Status: A
Print Date: 09/10/2000
Print Ind: D
Manifest Date: 09/10/2000
Date: 02/17/2000
☑ MPN Exists

Loan Information:

Origination Date: 01/17/2000
Origination Rejection Codes:
Origination Batch #: #D1G0100120000117142203
Last Change Batch #:
Status: A
Trans #: 1
LOC: N
Export to External System: Y
☐ Inactive Loan?
Inactive Loan Date:
LOC Total Net Amt: 0
Date:
Servicer Code:
Fee Percentage:
Disclosure Print Indicator: S

Credit Information:

Credit Decision:
Credit Decision Date:
Last Date Updated:

For Help, press F1 C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb NUM

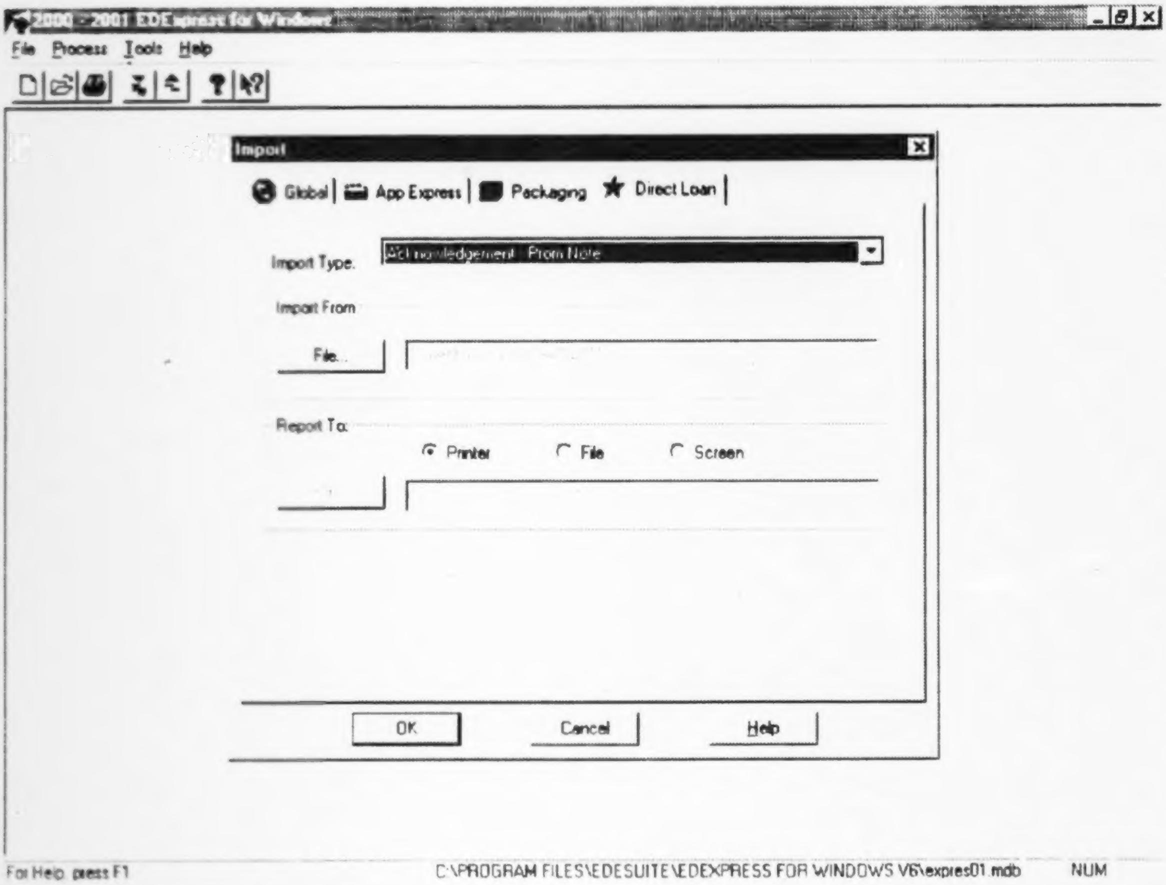
Importing PLUS Promissory Note Acknowledgements

Select ***File/Import*** *from the menu bar or click the import icon*

Select as the import type ***Acknowledgement - Prom Note***

Click the ***File...*** *button*

The process for importing PLUS promissory note acknowledgements is the same as for Stafford acknowledgements


2000 - 2001 EDExpress for Windows
File Process Tools Help
Import
Global
App Express
Packaging
Direct Loan
Import From
File...
OK
Cancel
Help

Import Type: Acknowledgement - Prom Note

Report To: ● Printer ○ File ○ Screen

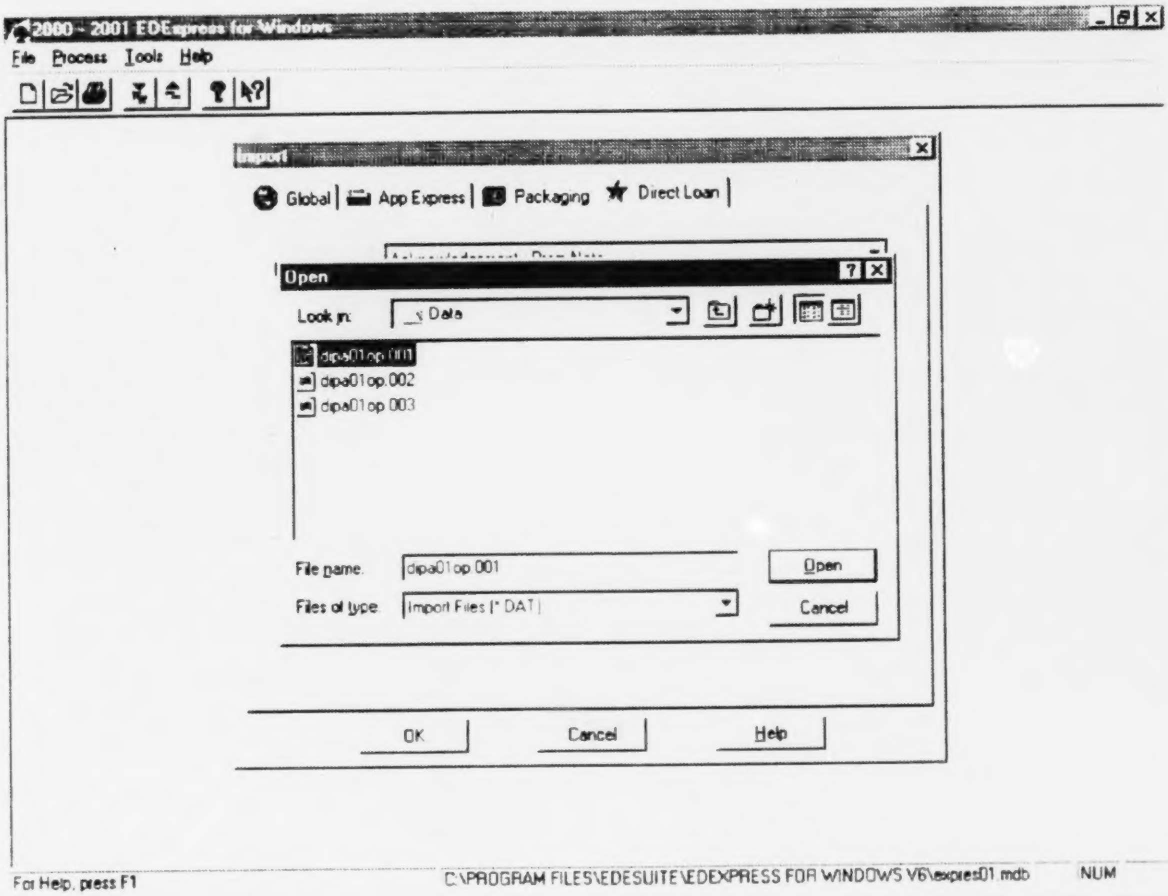
For Help, press F1 C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb NUM

Select the file ***DIPA01OP.001.***

Click ***Open***

Select ***Screen***

Click ***OK***


2000 - 2001 EDExpress for Windows
File
Process
Tools
Help
Import
Global
App Express
Packaging
Direct Loan
Open
OK
Cancel
Help
Open
Cancel

Look in: Data

dipa01op.001
dipa01op.002
dipa01op.003

File name: dipa01op.001

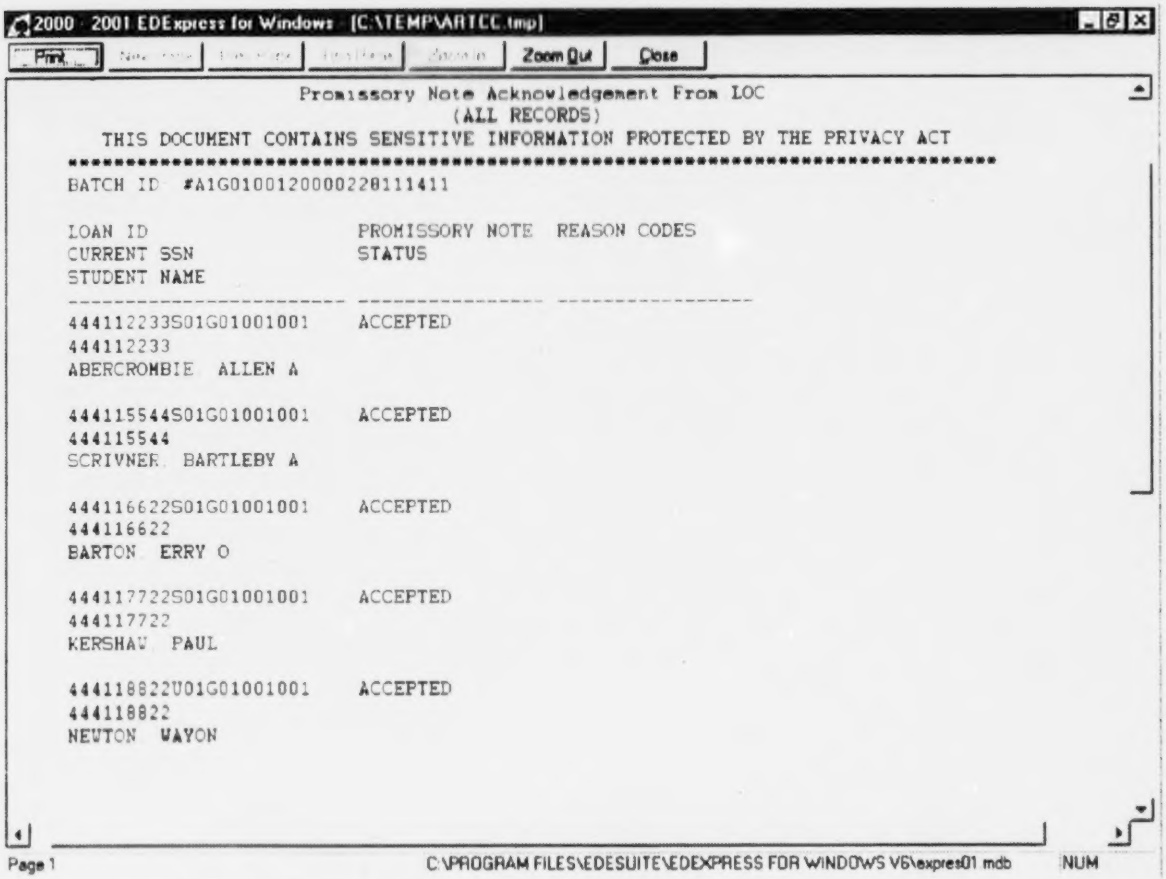
Files of type: Import Files (*.DAT)

For Help, press F1

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb NUM

Click ***Close*** *when you are done viewing the report*

The Acknowledgement displays with the information about the PLUS loans accepted in this batch


2000 - 2001 EDExpress for Windows - [C:\TEMP\ARTCC.tmp]
Print
Zoom Out
Close
Page 1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb
NUM

```
                    Promissory Note Acknowledgement From LOC
                                 (ALL RECORDS)
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
********************************************************************************
BATCH ID  #A1G0100120000228111411

LOAN ID                    PROMISSORY NOTE  REASON CODES
CURRENT SSN                STATUS
STUDENT NAME
------------------------- ---------------- -----------------
444112233S01G01001001      ACCEPTED
444112233
ABERCROMBIE  ALLEN A

444115544S01G01001001      ACCEPTED
444115544
SCRIVNER  BARTLEBY A

444116622S01G01001001      ACCEPTED
444116622
BARTON  ERRY O

444117722S01G01001001      ACCEPTED
444117722
KERSHAW  PAUL

444118822U01G01001001      ACCEPTED
444118822
NEWTON  WAYON
```

Handling Unacceptable Promissory Notes

When you import the promissory note acknowledgement file, the report indicates any accepted or pending notes. If a note is unacceptable, it is mailed back to you with a cover letter indicating the reason. Promissory note problems can be avoided by screening your notes before you send them to the LOC for valid signatures, etc.

Resolving an Unacceptable Note

MPN Edits	Resolution
Unreadable signature, or any reject that requires a new note	1. Print a new note and save the record. 2. Have the borrower sign and return the note. 3. Record the note as signed and received. 4. Save the record and the promissory note status updates to S. 5. The note will be included on the next manifest.

Tip: If you do not need to resend a promissory note to the LOC but would like to print another copy of a note for a student or for your records, check the nonnegotiable option in the print dialog box. When this option is checked, no database updates occur and the note cannot be attached to a manifest.

Lesson 6 Exercise

Instructions:

1. Use the steps outlined below to import your Stafford Promissory Note Acknowledgement from the LOC.

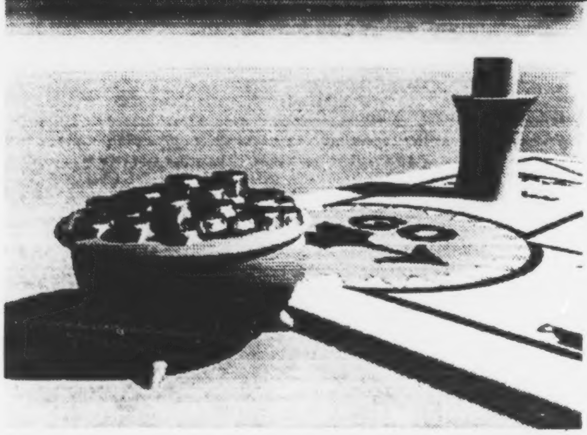
Step	Action
1	Select **File/Import** from the menu bar or click on the **Import** icon.
2	Click on the **Direct Loan** tab.
3	Select as the import type **Acknowledgment – Prom Note**.
4	Click the **File...** button.
5	Select the **Dipa01op.dat** file
6	Click **Open**
7	Select **Screen** as the output destination.
8	Click **OK**

2. Open the loan record. Use the import edit report to identify two students. Open the records and review the status codes in the Promissory Note area.

Does each record now have an MPN ID?

How would the MPN ID be different if it were created from a loan in 1999-2000?

Unit 4



Cash Management

Unit 4—Cash Management

Objectives

At the end of this lesson you should be able to:

1. Understand how Option 2 schools calculate funding needs, make fund requests, and manage cash.
2. Identify how the Loan Origination Center calculates funding needs and makes fund requests for Option 1 and Standard Origination schools.
3. Understand how Option 1 and Standard Origination schools manage cash.
4. Understand the treatment of excess cash.

Steps to Cash Management

The cash drawdown process for all Direct Loan schools involves five steps

1. Calculating funding needs
2. Requesting funds
3. Determining excess cash
4. Returning/recording excess cash
5. Reconciling the Direct Loan School Account Statement to the school's internal records

2 Option 2 schools must complete the five required steps

1 S Option 1 and Standard Origination schools must complete steps 3, 4, and 5. The Loan Origination Center (LOC) determines need and requests funds for Option 1 and Standard Origination schools based on anticipated disbursement dates and amounts in accepted loan origination records and accepted promissory notes. However, all school funds are transferred to the school's Federal Account

Calculating Funding Needs

Procedures for Option 2 Schools 2

Option 2 schools are responsible for requesting and managing Direct Loan funds. Funds received are disbursed to eligible borrowers. Any funds not disbursed to eligible borrowers within the time frame established by the Title IV cash management requirements are returned to the LOC as excess cash.

Option 2 schools regularly estimate the amount of funds needed to make anticipated Direct Loan disbursements (net of loan fees). To make this estimate, the school uses the Direct Loan software or a similar system and a variety of selection criteria. When the loan origination record is created and the completed signed promissory note has been obtained (or a MPN is on file at the LOC), the record is eligible for payment.

When estimating funding needs, you should identify the students who will be ready for disbursement within 3 business days of your receiving the drawdown funds.

In making the disbursement estimate, Option 2 schools must also include Direct Subsidized, Direct Unsubsidized, and Direct PLUS Loans and must consider Direct Loan funds already on hand.

Considerations in estimating funding needs:

- Holds on student accounts
- SAP (satisfactory academic progress)
- Enrollment status
- Signed and completed promissory notes, or a MPN on file at the LOC
- Base drawdown on anticipated disbursements or actual disbursements (if school funds have been disbursed)
- Other historical data
- Other cash disbursements not made

You can print a list of anticipated disbursements from your database to help with your estimate.

Printing the Anticipated Disbursement List

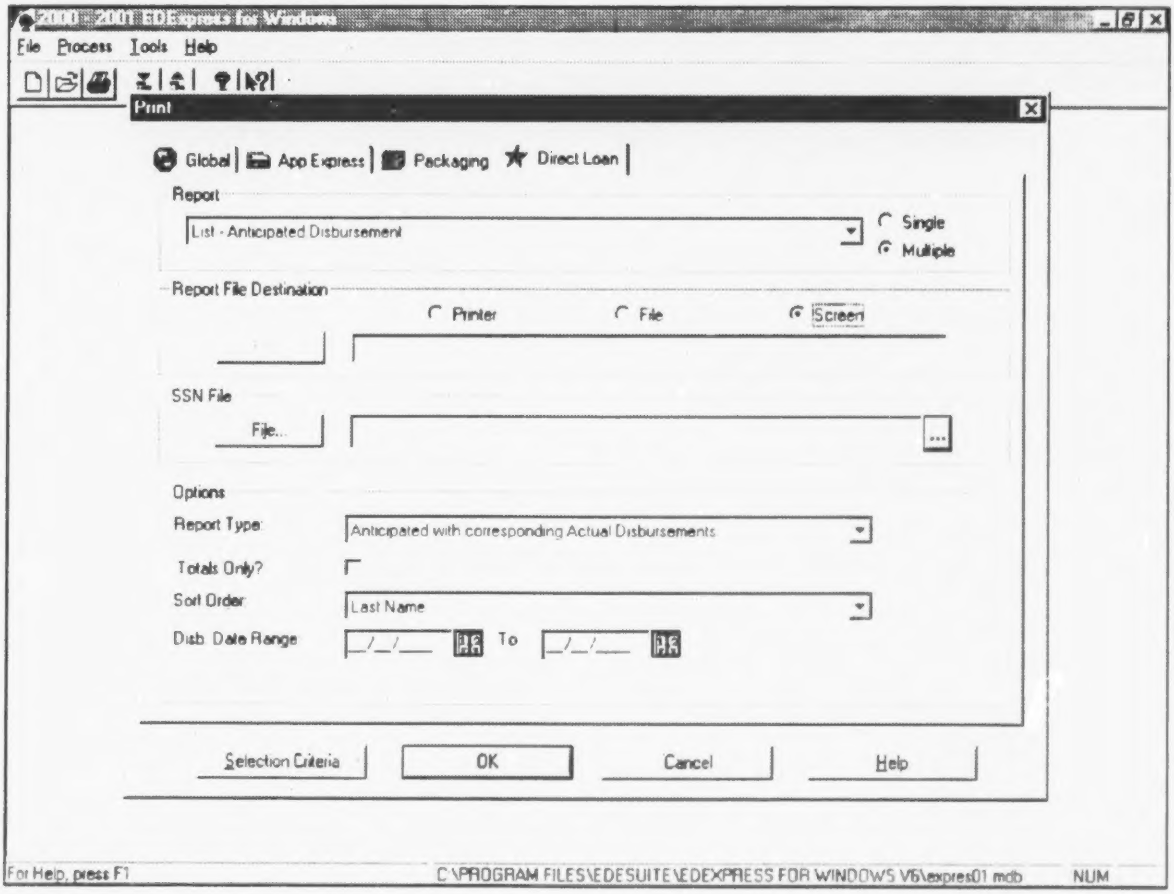
The Anticipated Disbursement List assists you in determining which loans are ready for payment. You can limit the scope of the report by adjusting the disbursement number or disbursement dates that it will recognize. As well, other selection criteria may be applied to further refine the list to select a more specific population of records ready for disbursement.

*Select **File/Print** or click the **Print** button*

*Select the report **List-Anticipated Disbursement***

*Click **Multiple** to include more than one record*

*Click **Screen***



2000 - 2001 EDExpress for Windows

Print

Report: List - Anticipated Disbursement

○ Single ● Multiple

Report File Destination: ○ Printer ○ File ● Screen

SSN File

Options

Report Type: Anticipated with corresponding Actual Disbursements

Totals Only? ☐

Sort Order: Last Name

Disb. Date Range: _/_/__ To _/_/__

For Help, press F1

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb

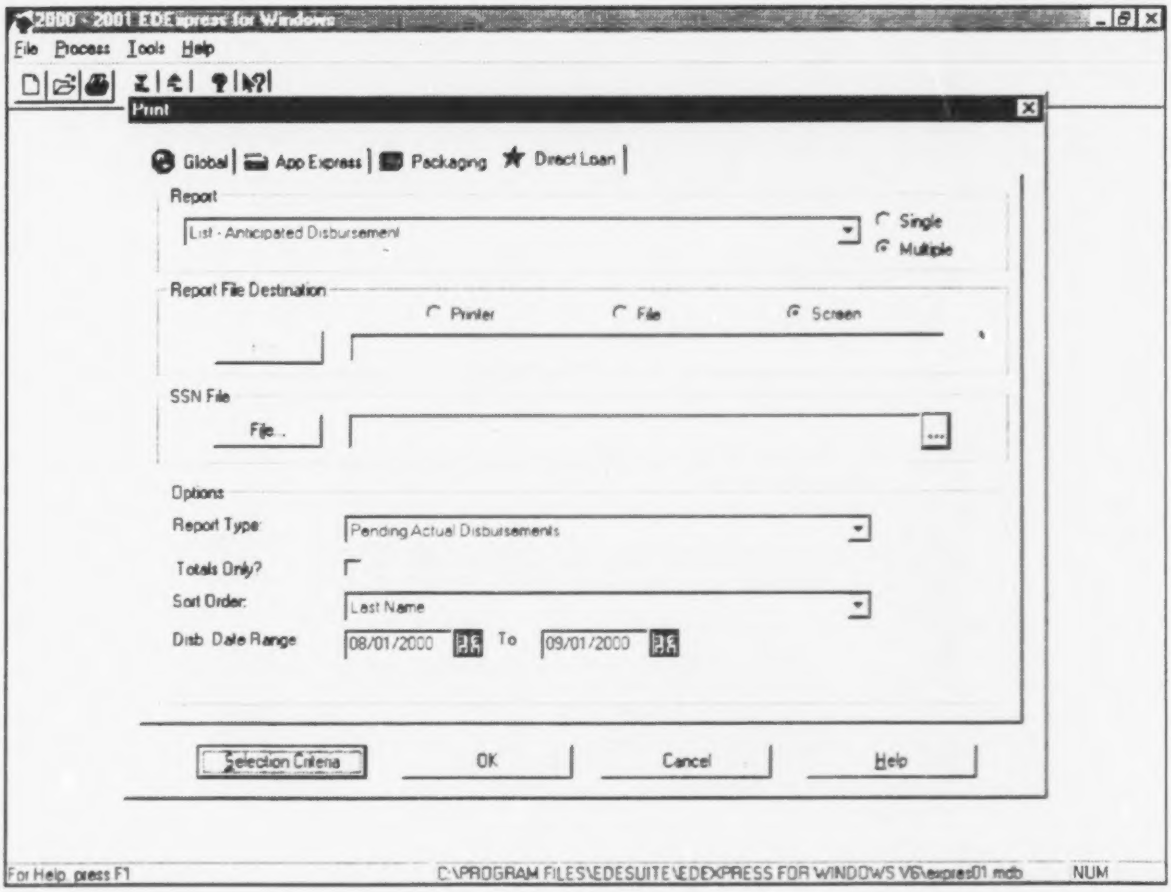
NUM

In the Options portion of the Print box, select the Report Type ***Pending Actual Disbursements***

Leave the Sort Order field in its default setting, ***Last Name***

Select the ***Disbursement Date Range***

Click ***OK*** *to print*


2000 - 2001 EDExpress for Windows
File Process Tools Help
Print
Global
App Express
Packaging
Direct Loan
Selection Criteria
OK
Cancel
Help
For Help, press F1
NUM

Report: List - Anticipated Disbursement

○ Single
● Multiple

Report File Destination: ○ Printer ○ File ● Screen

SSN File: File...

Options

Report Type: Pending Actual Disbursements

Totals Only? ☐

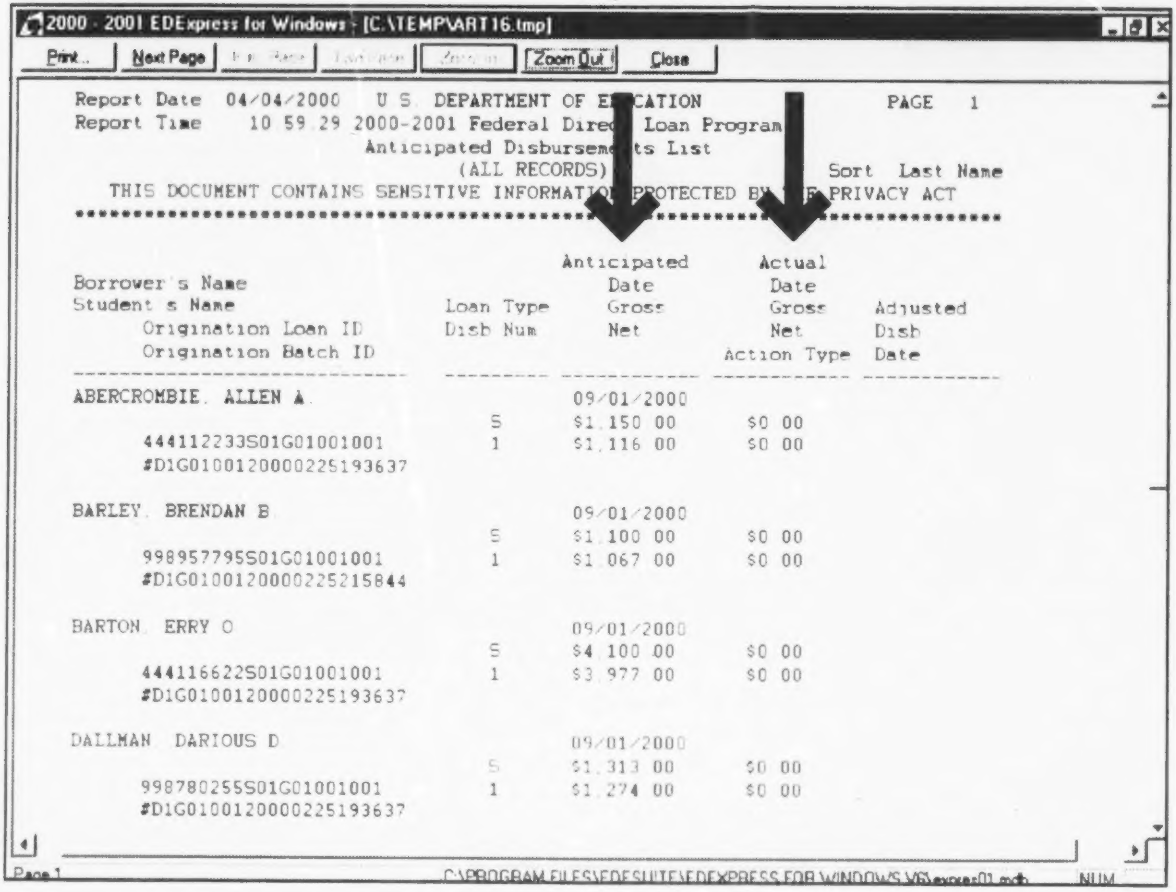
Sort Order: Last Name

Disb. Date Range: 08/01/2000 To 09/01/2000

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb

The Anticipated Disbursements list provides values for the Anticipated and Actual Disbursement Date, Gross amounts and Net amounts

Click the ***Next Page*** *button to view more of the list*


2000 - 2001 EDExpress for Windows - [C:\TEMP\ART16.tmp]
Print...
Next Page
Zoom Out
Close
Page 1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb
NUM

```
Report Date  04/04/2000   U S  DEPARTMENT OF E   CATION              PAGE   1
Report Time     10 59 29 2000-2001 Federal Dire   Loan Program
                              Anticipated Disburseme ts List
                                     (ALL RECORDS)                Sort  Last Name
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATI    PROTECTED BY   E PRIVACY ACT
***********************************************************************************

                                                 Anticipated      Actual
Borrower's Name                                     Date          Date
Student's Name                       Loan Type      Gross         Gross     Adjusted
      Origination Loan ID            Disb Num       Net           Net       Disb
      Origination Batch ID                                    Action Type   Date
------------------------------     ---------  ------------  ------------  -----------
ABERCROMBIE, ALLEN A.                            09/01/2000
                                         S       $1,150 00      $0 00
      444112233S01G01001001              1       $1,116 00      $0 00
      #D1G01001200000225193637

BARLEY, BRENDAN B.                               09/01/2000
                                         S       $1,100 00      $0 00
      998957795S01G01001001              1       $1,067 00      $0 00
      #D1G01001200000225215844

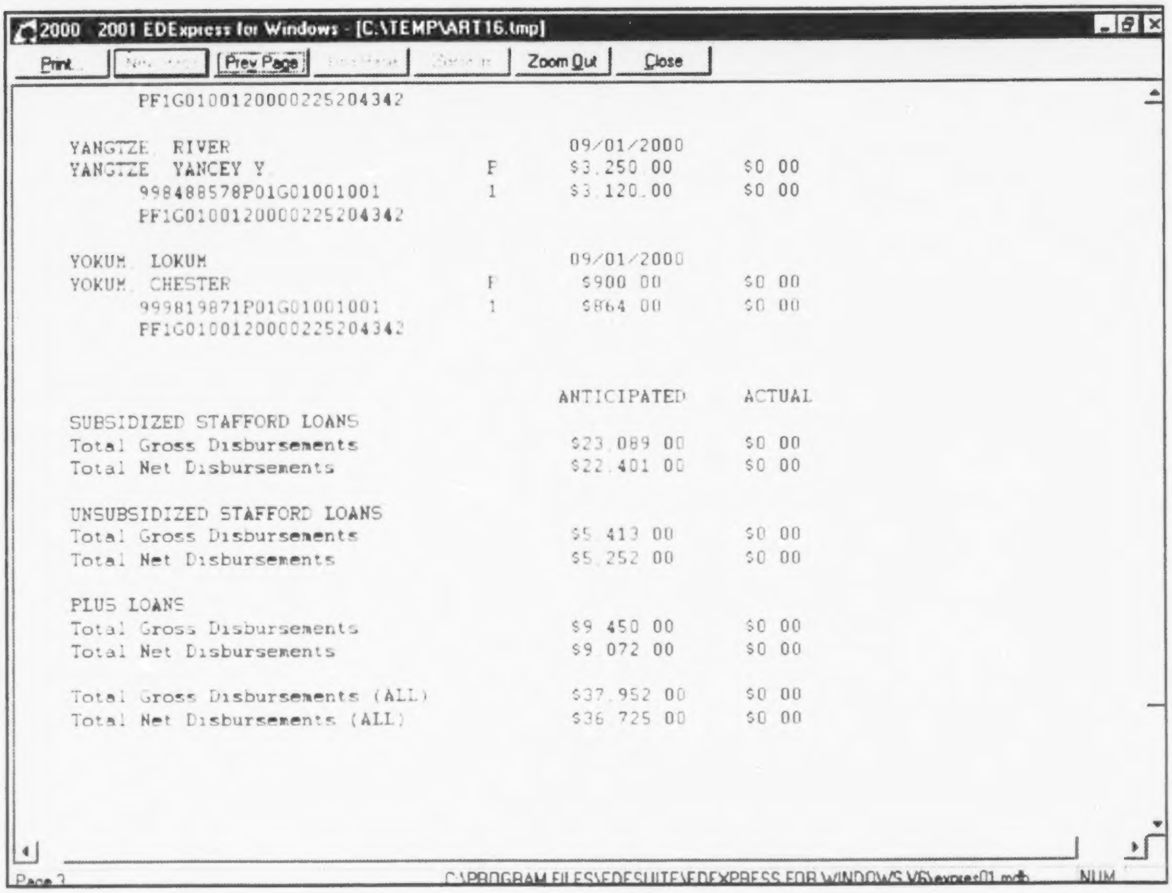
BARTON, ERRY O                                   09/01/2000
                                         S       $4,100 00      $0 00
      444116622S01G01001001              1       $3,977 00      $0 00
      #D1G01001200000225193637

DALLMAN, DARIOUS D                               09/01/2000
                                         S       $1,313 00      $0 00
      998780255S01G01001001              1       $1,274 00      $0 00
      #D1G01001200000225193637
```

*To receive a hard copy of the Anticipated Disbursement List, click the **Print...** button*

*Click the **Close** button*

The end of the list shows the totals for anticipated and actual disbursements for PLUS, Subsidized and Unsubsidized loans.


2000 2001 EDExpress for Windows - [C:\TEMP\ART16.tmp]
Print...
Prev Page
Zoom Out
Close
Page 3
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb
NUM

```
      PF1G0100120000225204342

  YANGTZE  RIVER                                 09/01/2000
  YANGTZE  YANCEY Y                    P         $3.250 00       $0 00
      998488578P01G01001001            1         $3 120.00       $0 00
      PF1G0100120000225204342

  YOKUM  LOKUM                                   09/01/2000
  YOKUM  CHESTER                       P          $900 00        $0 00
      999819871P01G01001001            1          $864 00        $0 00
      PF1G0100120000225204342


                                               ANTICIPATED     ACTUAL
  SUBSIDIZED STAFFORD LOANS
  Total Gross Disbursements                     $23 089 00      $0 00
  Total Net Disbursements                       $22 401 00      $0 00

  UNSUBSIDIZED STAFFORD LOANS
  Total Gross Disbursements                     $5 413 00       $0 00
  Total Net Disbursements                       $5 252 00       $0 00

  PLUS LOANS
  Total Gross Disbursements                     $9 450 00       $0 00
  Total Net Disbursements                       $9 072 00       $0 00

  Total Gross Disbursements (ALL)               $37 952 00      $0 00
  Total Net Disbursements (ALL)                 $36 725 00      $0 00
```

Procedures for Option 1 and Standard Origination Schools

The LOC calculates the funding needs of Option 1 and Standard Origination schools. Funds received are **borrower-specific**. Any funds not disbursed to the intended borrower by the third business day must be returned to the LOC as excess cash. However, a school may keep the cash up to seven calendar days if:

- It expects to be able to disburse the funds to the borrower for whom they were intended in that time frame; and
- It meets the other requirements for excess cash tolerance (discussed later in this chapter).

Option 1 and Standard Origination schools create loan origination records and transmit them to the LOC. The LOC must receive and accept these records and have also received and accepted the corresponding promissory notes before the LOC requests and sends funds to these schools. Multi-year functionality schools need an accepted MPN on file at the LOC.

Option 1 and Standard Origination schools must export and transmit to the LOC all records for all transactions that affect anticipated disbursements. This ensures the school receives an accurate drawdown and reduces the potential need to return funds.

An Anticipated Listing is sent to the school approximately 30-45 days prior to anticipated disbursement dates. This report identifies borrowers and loan types associated with those disbursements and advises the school the LOC will be drawing down money based on the information contained in the listing.

The school:

- Reviews the listing for any updates or adjustments to the information, particularly the disbursement amounts and anticipated disbursement dates.
- Sends any updates and changes to the LOC. Changes can be sent up to four business days before the disbursement date.

Importing the Anticipated Listing Report

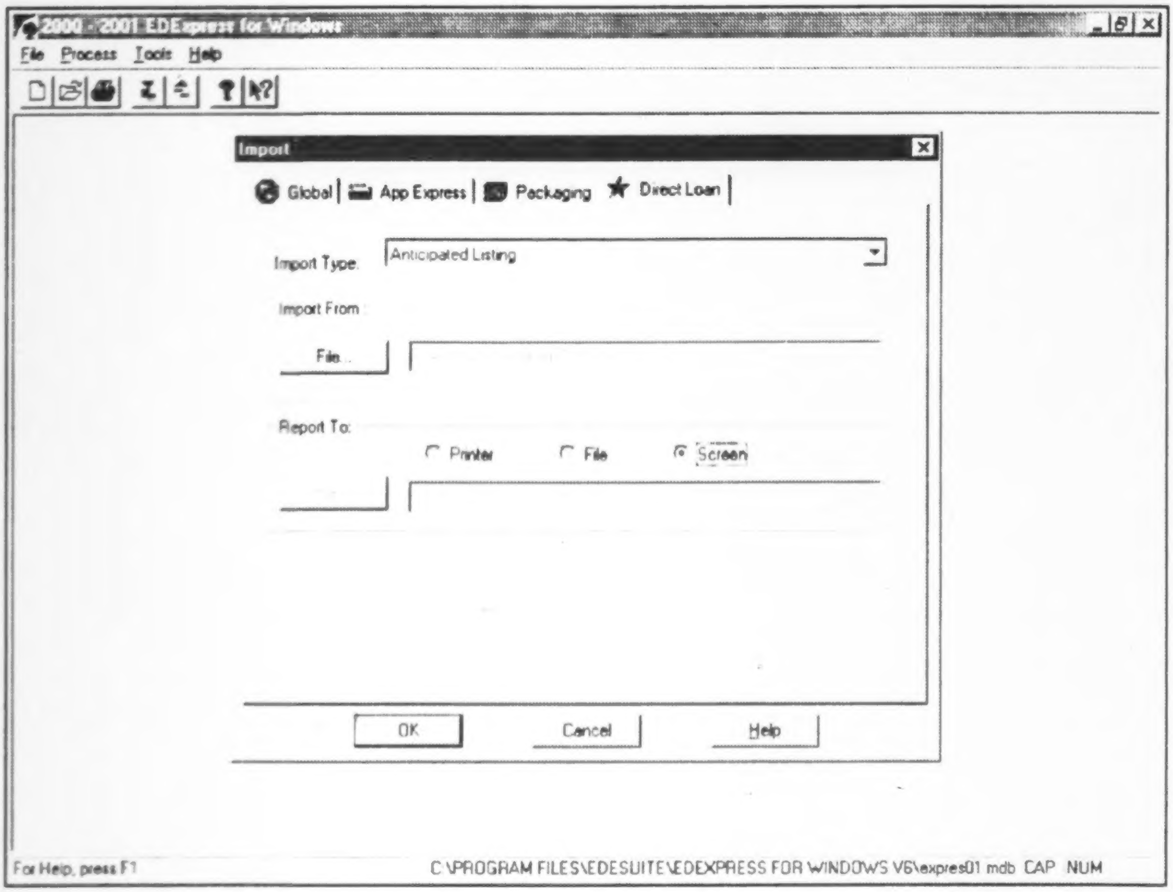
*Click the **Import** button*

*Select as the import type **Anticipated Listing***

*Click the **File...** button to retrieve the file*

*Select **Screen** as the output destination*

The report provides the basic information about future anticipated disbursements that you need to verify before the funds are drawn down for the student.


2000 - 2001 EDExpress for Windows
File Process Tools Help
Import
Global | App Express | Packaging | Direct Loan
Import From :
File...
OK
Cancel
Help
For Help, press F1
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Import Type: Anticipated Listing

Report To: ○ Printer ○ File ● Screen

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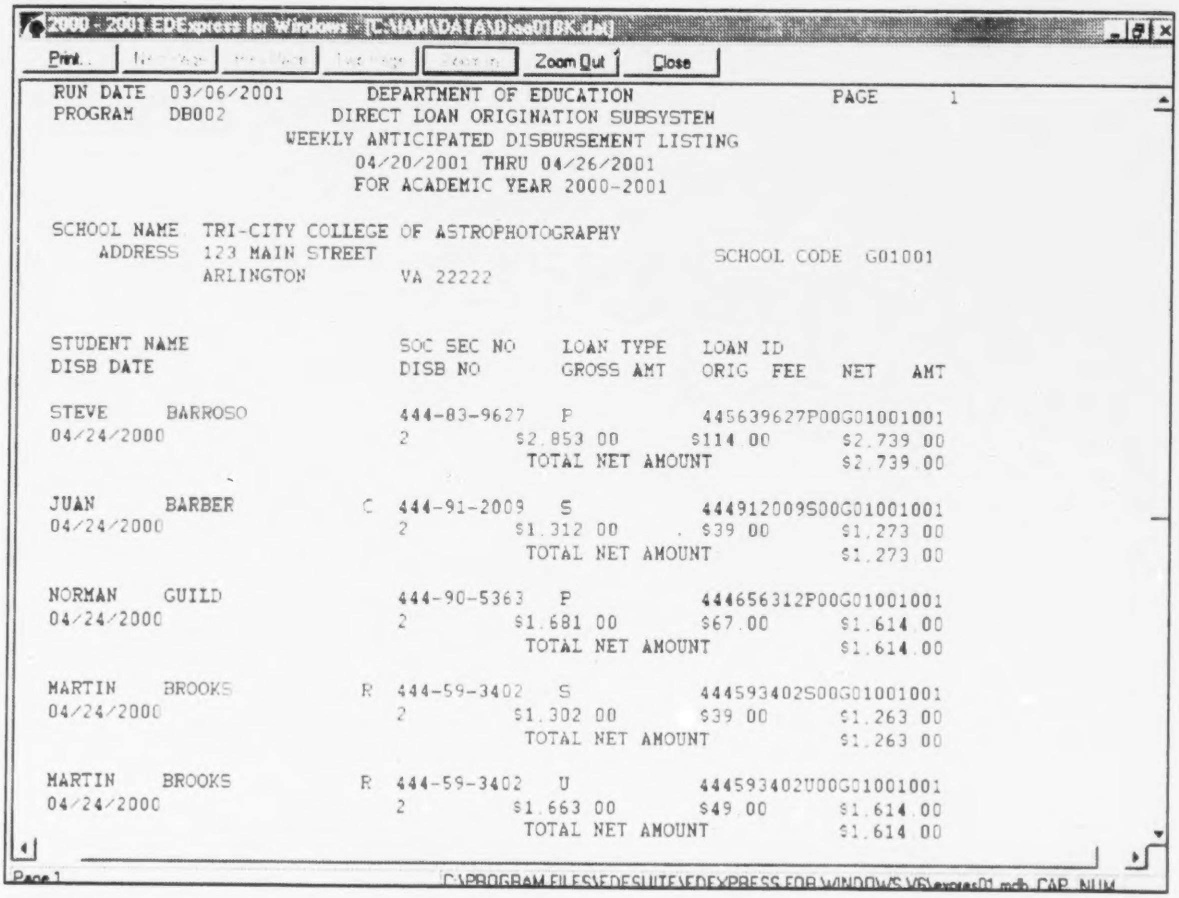
The list, provided in alphabetical order, includes an entry for each net loan disbursement amount

Click the the vertical scroll down bar to view more of the report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Print...
Zoom Out
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Page 1
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```
RUN DATE  03/06/2001        DEPARTMENT OF EDUCATION                   PAGE      1
PROGRAM   DB002          DIRECT LOAN ORIGINATION SUBSYSTEM
                       WEEKLY ANTICIPATED DISBURSEMENT LISTING
                           04/20/2001 THRU 04/26/2001
                           FOR ACADEMIC YEAR 2000-2001

SCHOOL NAME  TRI-CITY COLLEGE OF ASTROPHOTOGRAPHY
    ADDRESS  123 MAIN STREET                               SCHOOL CODE  G01001
             ARLINGTON        VA 22222


STUDENT NAME                      SOC SEC NO    LOAN TYPE   LOAN ID
DISB DATE                         DISB NO       GROSS AMT   ORIG  FEE    NET   AMT

STEVE     BARROSO                 444-83-9627   P           445639627P00G01001001
04/24/2000                        2          $2.853 00      $114.00      $2.739 00
                                             TOTAL NET AMOUNT            $2.739.00

JUAN      BARBER                C 444-91-2009   S           444912009S00G01001001
04/24/2000                        2          $1.312 00    . $39 00       $1.273 00
                                             TOTAL NET AMOUNT            $1.273.00

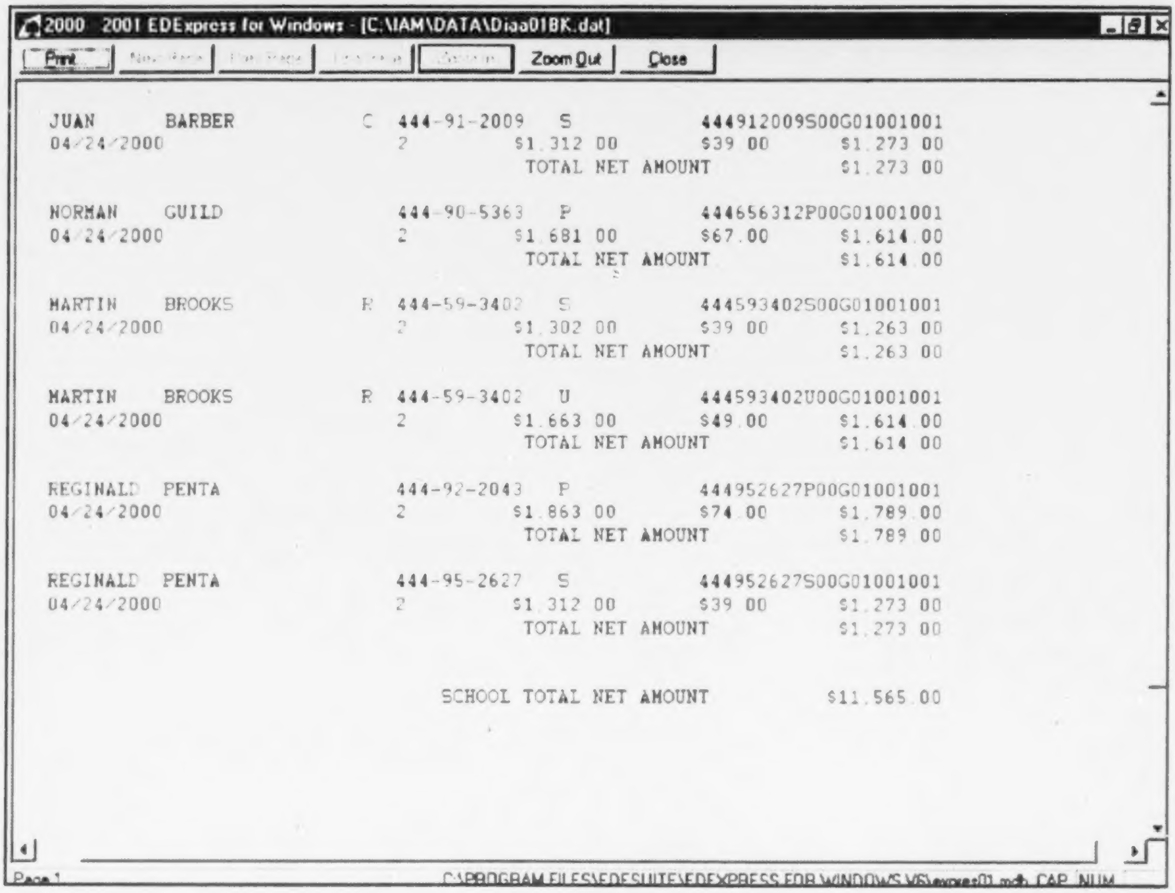
NORMAN    GUILD                   444-90-5363   P           444656312P00G01001001
04/24/2000                        2          $1.681 00      $67.00       $1.614.00
                                             TOTAL NET AMOUNT            $1.614.00

MARTIN    BROOKS                R 444-59-3402   S           444593402S00G01001001
04/24/2000                        2          $1.302 00      $39 00       $1.263 00
                                             TOTAL NET AMOUNT            $1.263 00

MARTIN    BROOKS                R 444-59-3402   U           444593402U00G01001001
04/24/2000                        2          $1.663 00      $49.00       $1.614.00
                                             TOTAL NET AMOUNT            $1.614.00
```

*Click **Print** to send the report to the printer*

A total net amount for all records included is also provided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Zoom Out
Close
Page 1
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JUAN      BARBER          C  444-91-2009   S          444912009S00G01001001
04/24/2000                   2          $1,312.00       $39.00       $1,273.00
                                         TOTAL NET AMOUNT            $1,273.00

NORMAN    GUILD              444-90-5363   P          444656312P00G01001001
04/24/2000                   2          $1,681.00       $67.00       $1,614.00
                                         TOTAL NET AMOUNT            $1,614.00

MARTIN    BROOKS          R  444-59-3402   S          444593402S00G01001001
04/24/2000                   2          $1,302.00       $39.00       $1,263.00
                                         TOTAL NET AMOUNT            $1,263.00

MARTIN    BROOKS          R  444-59-3402   U          444593402U00G01001001
04/24/2000                   2          $1,663.00       $49.00       $1,614.00
                                         TOTAL NET AMOUNT            $1,614.00

REGINALD  PENTA              444-92-2043   P          444952627P00G01001001
04/24/2000                   2          $1,863.00       $74.00       $1,789.00
                                         TOTAL NET AMOUNT            $1,789.00

REGINALD  PENTA              444-95-2627   S          444952627S00G01001001
04/24/2000                   2          $1,312.00       $39.00       $1,273.00
                                         TOTAL NET AMOUNT            $1,273.00


                                  SCHOOL TOTAL NET AMOUNT           $11,565.00
```

Requesting Funds

Procedures for Option 2 Schools

Option 2 schools calculate their funding needs, make their own drawdown requests, and are authorized to drawdown Direct Loan funds directly from ED's Grants Administration and Payment System (GAPS)

Immediate Need

Option 2 schools must use all Direct Loan funds on hand to meet immediate funding needs Schools request funds to meet needs after considering any Direct Loan funds remaining from previous drawdowns Immediate need differs from school to school. An Option 2 school must consider the balance of Direct Loan cash on hand and anticipated disbursements in formulating a funds request

Record Requirements

For Option 2 schools, the drawing down of funds is not dependent on the submission to the LOC of an individual borrower's loan origination record and/or promissory note. However, schools must have obtained a signed, completed, and accurate promissory note before loan funds are disbursed to a borrower In the case of multi-year functionality for stafford loans, there needs to be an accepted MPN on file at the LOC (The MPN Exists flag on the Loan tab will be checked) Note that in order to record the actual disbursement, the origination record must have already been batched and transmitted to the LOC

Use School Funds

Additionally, an Option 2 school may have used institutional funds to make Direct Loan disbursements In this case, funds may be requested to reimburse the school for actual disbursements made

Drawdown Requests

Schools request Direct Loan funds from the Department's Grants Administration and Payment System (GAPS) FEDWIRE or ACH users **must** request funds on-line through the Internet at http://gapsweb.ed.gov or by calling the GAPS Payee Hotline at 1-888-336-8930

Timing of Requests

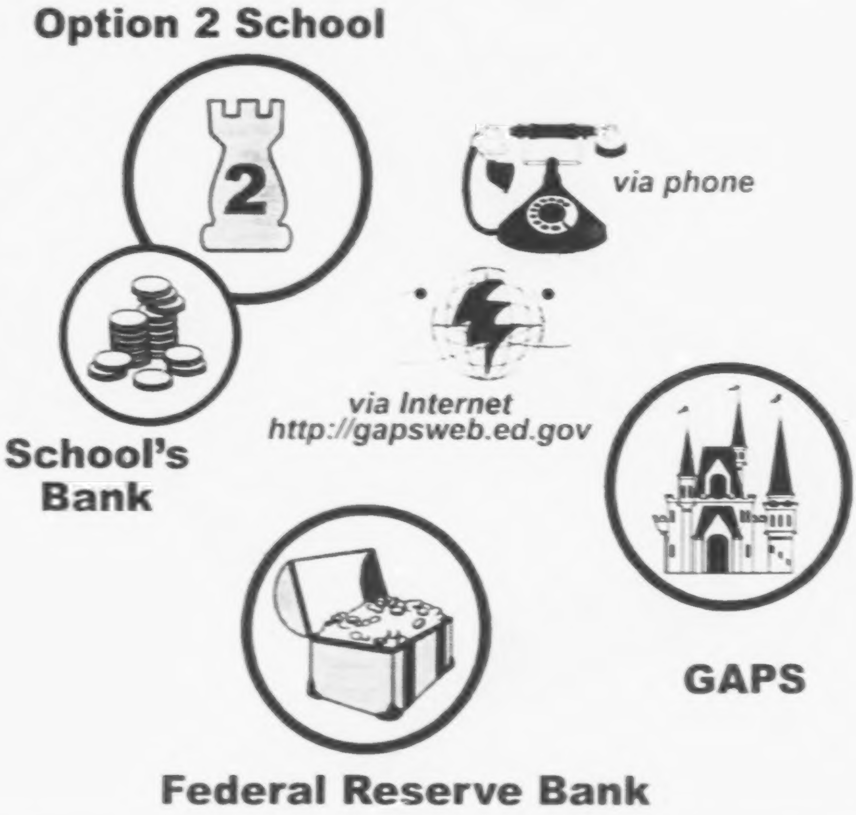
Option 2 schools determine when cash is needed and when to initiate requests. The three-day guidelines for "immediate need" govern the point at which a school actually makes the request for cash. The timing for immediate need requests is a period that is administratively feasible, but no earlier than three business days before the date the schools receive funds.

The chart below displays approximate time lines. To distinguish between morning and afternoon, the daily cutoff for requesting funds has been set at 3:30 p.m. ET.

Timeline for Requesting/Receiving Direct Loan Funds Using ACH/EFT

Funds Requested	Funds Received
Monday morning	Wednesday or Thursday
Monday afternoon/Tuesday morning	Thursday or Friday
Tuesday afternoon/Wednesday morning	Friday or Monday
Wednesday afternoon/Thursday morning	Monday or Tuesday
Thursday afternoon/ Friday morning	Tuesday or Wednesday

**Afternoon begins at 3:30 p.m. Eastern Time*



Procedures for Option 1 and Standard Origination Schools

The LOC requests funds for Option 1 and Standard Origination schools based on the anticipated disbursement dates and amounts provided by the school in the loan origination records.

The LOC's request for funds is made *four* business days prior to the anticipated disbursement dates. Funds are requested only for those anticipated disbursements for which the LOC has an accepted loan origination record and an accepted promissory note. Anticipated disbursement data transmitted to the LOC by this time is included in the LOC's fund request.

The LOC creates and electronically sends an Actual Disbursement Roster to the school reflecting individual borrowers, loan types, and associated actual disbursements, as well as the total amount of funds in the request. This notifies the school that funds for the borrowers specified on the Actual Disbursement Roster have been requested and can be expected in the school's Direct Loan bank account within three to four days.

If the school sends the loan origination record and promissory note 15 days (or less) before the anticipated disbursement date, the disbursement will not appear on the Anticipated Disbursement listing. However, the LOC requests funds for this loan four days before the anticipated disbursement date, if the loan origination record and promissory note are accepted by the LOC. Thus, in this instance, these loans would appear on the Actual Disbursement Roster.

Import the Actual Disbursement Roster

*Select **File/Import** or click the button*

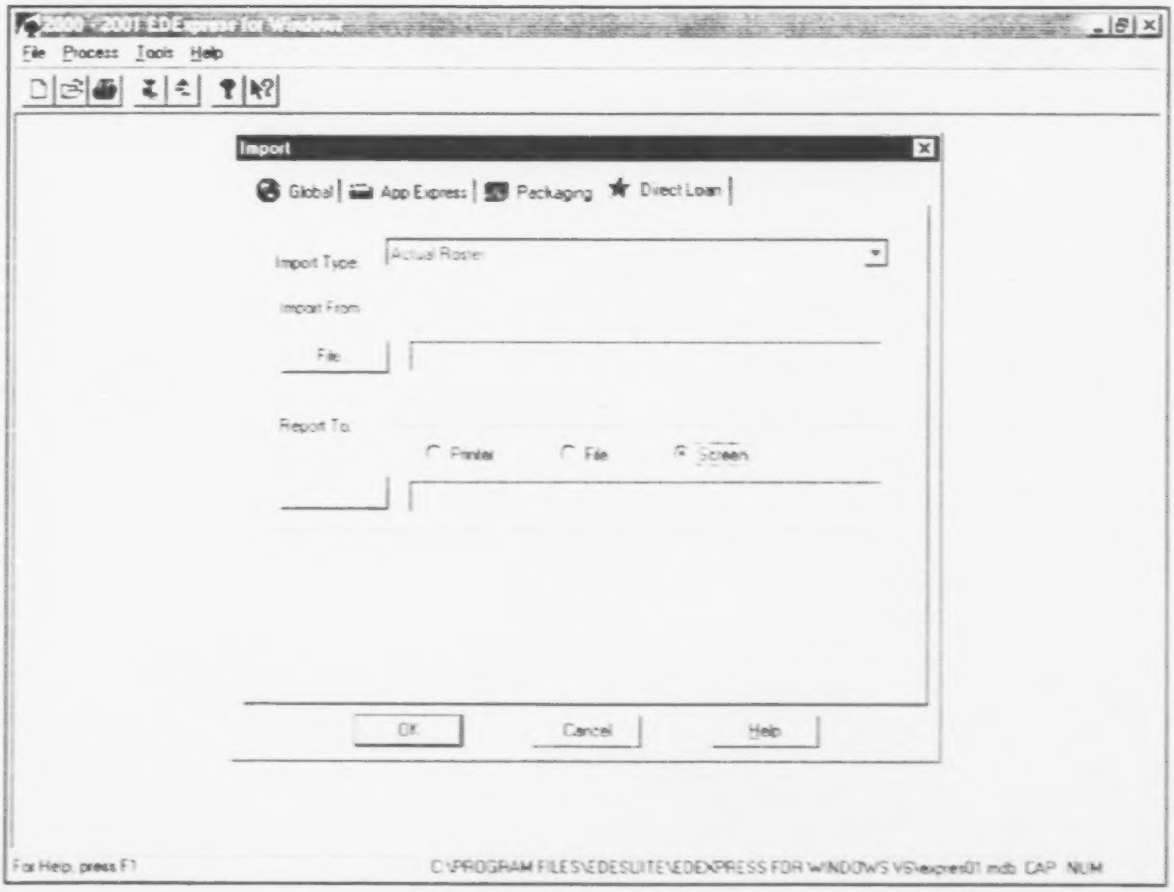
*Select as the import type **Actual Roster***

*Click the **File...** button to locate the file*

Select the output format

*Click **OK***

The Actual Roster provides an alphabetical listing of each disbursement that the LOC will be drawing down funds for your school.


2000 - 2001 EDExpress for Windows
File
Process
Tools
Help
Import
Global
App Express
Packaging
Direct Loan
Import From
File...
OK
Cancel
Help
For Help, press F1

Import Type: Actual Roster

Report To: ○ Printer ○ File ● Screen

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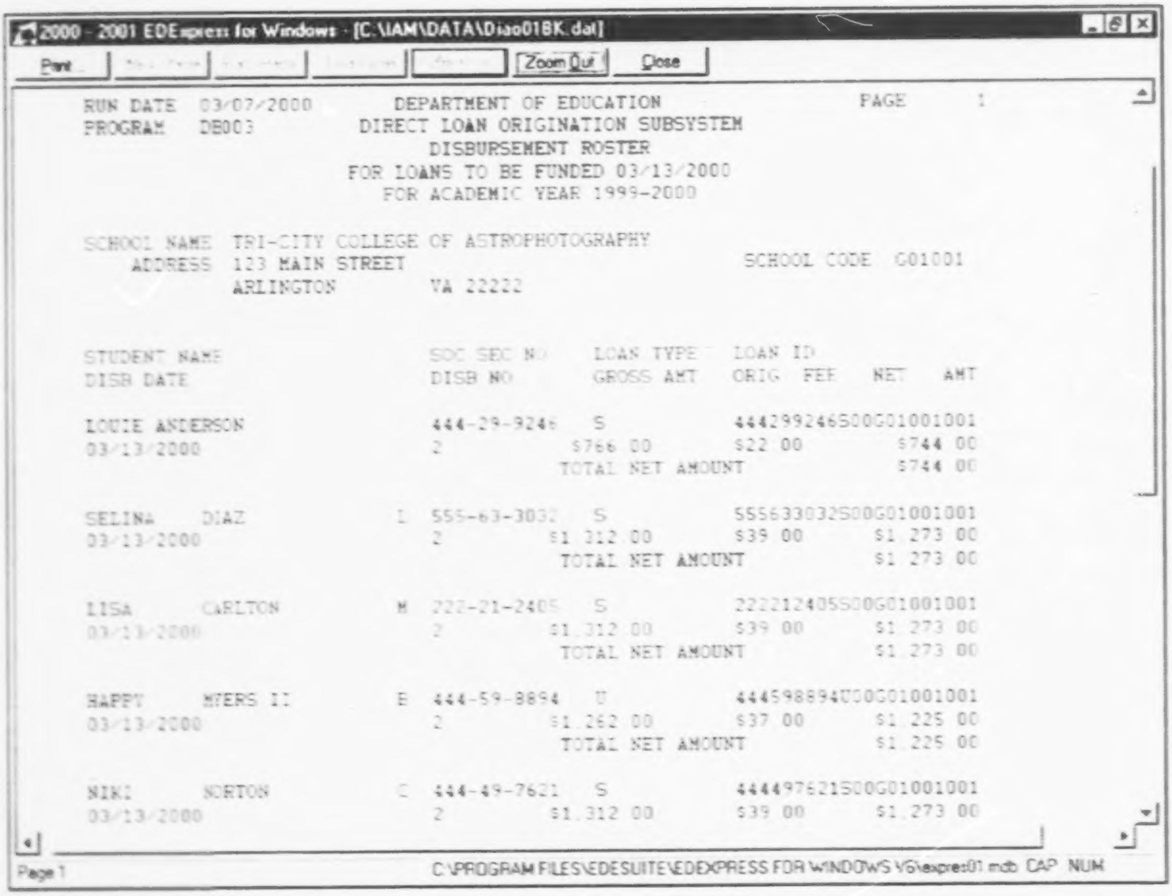
The net amount for each disbursement and a total for the roster is included

Click ***Print*** *to send the report to the printer.*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Zoom Out
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Page 1
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RUN DATE  03/07/2000        DEPARTMENT OF EDUCATION                 PAGE       1
PROGRAM   DB003          DIRECT LOAN ORIGINATION SUBSYSTEM
                                DISBURSEMENT ROSTER
                         FOR LOANS TO BE FUNDED 03/13/2000
                            FOR ACADEMIC YEAR 1999-2000

SCHOOL NAME  TRI-CITY COLLEGE OF ASTROPHOTOGRAPHY
    ADDRESS  123 MAIN STREET                          SCHOOL CODE  G01001
             ARLINGTON         VA 22222

STUDENT NAME                     SOC SEC NO     LOAN TYPE   LOAN ID
DISB DATE                        DISB NO        GROSS AMT   ORIG  FEE   NET   AMT

LOUIE ANDERSON                   444-29-9246    S           444299246S00G01001001
03/13/2000                       2               $766.00    $22.00          $744.00
                                           TOTAL NET AMOUNT                 $744.00

SELINA    DIAZ                I  555-63-3032    S           555633032S00G01001001
03/13/2000                       2             $1,312.00    $39.00        $1,273.00
                                           TOTAL NET AMOUNT               $1,273.00

LISA      CARLTON             M  222-21-2405    S           222212405S00G01001001
03/13/2000                       2             $1,312.00    $39.00        $1,273.00
                                           TOTAL NET AMOUNT               $1,273.00

HAPPY     MYERS II            E  444-59-8894    U           444598894U00G01001001
03/13/2000                       2             $1,262.00    $37.00        $1,225.00
                                           TOTAL NET AMOUNT               $1,225.00

NIKI      NORTON              C  444-49-7621    S           444497621S00G01001001
03/13/2000                       2             $1,312.00    $39.00        $1,273.00
```

Main/Branch Campus Drawdowns

Effective March 1, 1999, all Direct Loan drawdowns will be done at the branch campus level All "G" and "E" code schools will be given unique document numbers in GAPS, and drawdowns will have to be entered separately for each campus

Example: Main Campus A (G10101) has two branch campuses, Branch Campus B (E00101) and Branch Campus C (E00202) In this example, G10101 needs $10,000, E00101 needs $2,000, and E00202 needs $5,000

School Name	Document #	Amount
Main Campus A	p268k991111	$10,000
Branch Campus B	p268k991112	$2,000
Branch Campus C	p268k991113	$5,000

Receiving Funds

All schools must maintain a bank account into which Direct Loan funds are deposited. The bank must be notified that the account contains federal funds, or the name of the account must clearly disclose that federal funds are maintained in the account.

Direct Loan funds may be kept in the same account with other Title IV funds, although it is recommended that a separate account be established for Direct Loan funds; this helps the school's cash management of Direct Loans. Additional information about the bank account is contained in **34 CFR 668.163**.

Procedures for Option 2 Schools

- Funds should be deposited into the school's account within 2 to 3 days after you request the drawdown, depending on the time of day the request was sent.
- Funds are not drawn down for specific students. Any funds not disbursed by the end of the third business day after the funds have been received must be returned as excess cash unless the school meets specific criteria that will be discussed later in this lesson.

Procedures for Option 1 and Standard Origination Schools

- The funds will be deposited in the school's account via the ACH.
- Schools should make sure funds have been received before making disbursements to borrowers.
- If funds are not disbursed to the specific student for whom they were drawn down by the end of the third business day after the funds are received, the funds must be returned as excess cash, unless the school meets specific criteria which will be discussed later in this chapter.

Excess Cash

Funds that have not been disbursed within the proper time limits must be returned to the LOC as excess cash. Option 1 and Standard Origination schools must return as excess cash any drawdown amounts that were not disbursed to the specific borrower for whom the drawdown was intended. A downward adjustment of a disbursement always results in a return of funds for an Option 1 or Standard school. (These funds must be returned to the LOC within three business days of the cancellation or downward adjustment in accordance with the Cash Return Timeline on the following pages.) The methods to return excess cash are:

- Electronically through the ACH (Automatic Clearing House) or check if the amount being returned is less than $100,000
- Via FEDWIRE, which must be used if the amount of the excess cash is $100,000 or more

Excess Cash Tolerances

If an Option 2 school draws down Title IV funds in excess of its immediate cash needs, the institution may maintain the excess cash balance in their designated bank account beyond the three-day period under the following conditions:

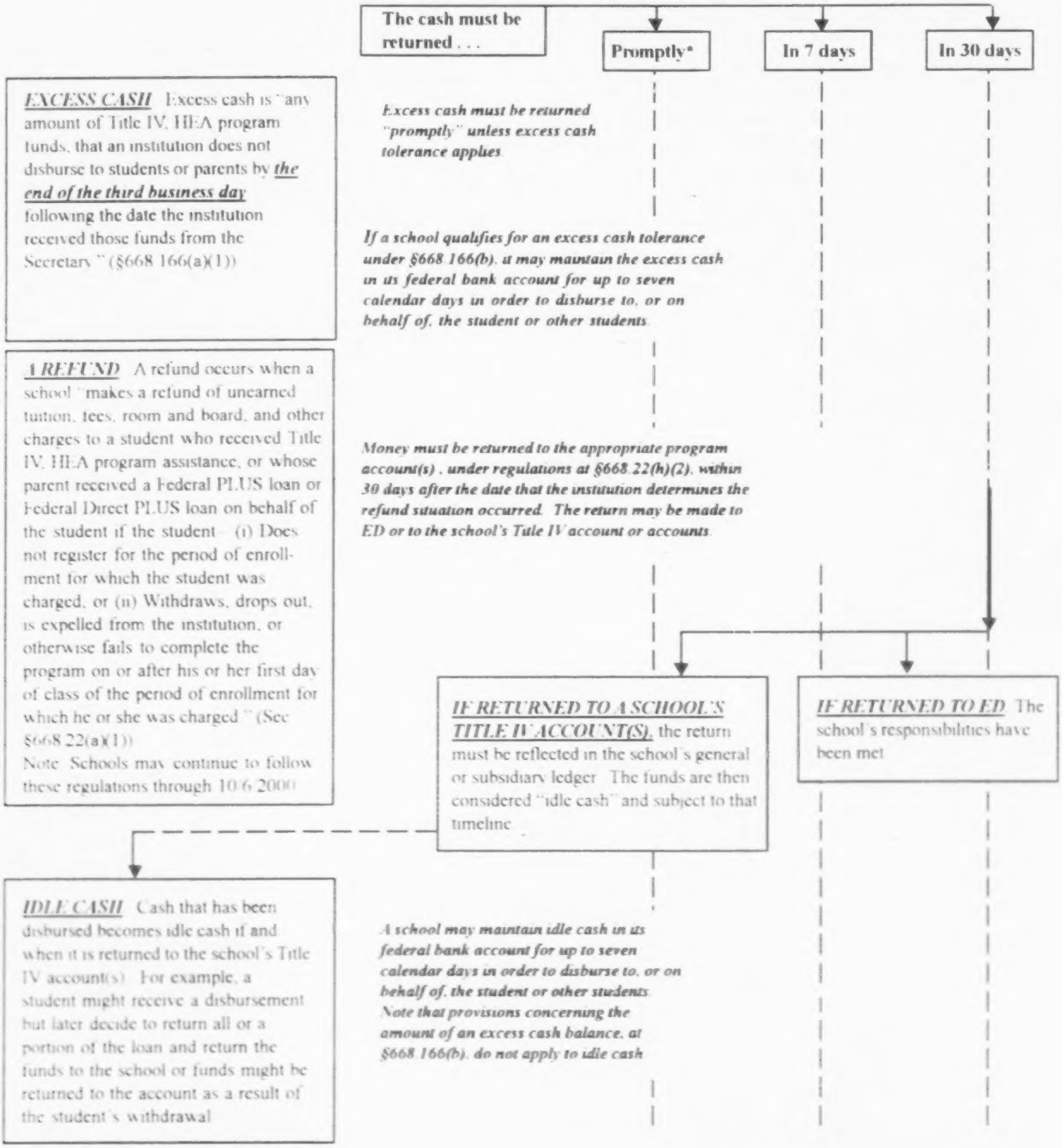
- The amount of excess cash balance is less than three percent of its total prior-year draw downs for a period of peak enrollment at the institution or less than one percent of its prior-year draw downs for any other period, and
- The institution eliminates the excess cash balance within the next seven calendar days by disbursing the funds to students or parents for at least the amount of that balance. The seven days are in addition to the normal three days that the school is allowed to maintain the funds. (Refer to **CFR 668.166**)

The above applies to Standard and Option 1 schools also. However, for these schools, the funds must go to the borrowers for whom they were intended. If a borrower is not eligible during the first three days, but the school expects him or her to become eligible in the next seven, the school can retain Direct Loan funds (if it meets other requirements).

The following chart defines Excess Cash Refunds/Return of Title IV Funds and Idle Cash, and outlines cash return timelines.

Cash Return Timelines - Chart I

(Note that guidance below generally applies to Pell, Direct Loan, FSEOG, Perkins, and FWS funds. FFEL timelines for disbursing funds are slightly different, and are described at §668.167.)



The cash must be returned . . .

Promptly*

In 7 days

In 30 days

EXCESS CASH Excess cash is "any amount of Title IV, HEA program funds, that an institution does not disburse to students or parents by ***the end of the third business day*** following the date the institution received those funds from the Secretary." (§668.166(a)(1))

Excess cash must be returned "promptly" unless excess cash tolerance applies.

If a school qualifies for an excess cash tolerance under §668.166(b), it may maintain the excess cash in its federal bank account for up to seven calendar days in order to disburse to, or on behalf of, the student or other students.

A REFUND A refund occurs when a school "makes a refund of unearned tuition, fees, room and board, and other charges to a student who received Title IV, HEA program assistance, or whose parent received a Federal PLUS loan or Federal Direct PLUS loan on behalf of the student if the student—(i) Does not register for the period of enrollment for which the student was charged, or (ii) Withdraws, drops out, is expelled from the institution, or otherwise fails to complete the program on or after his or her first day of class of the period of enrollment for which he or she was charged." (See §668.22(a)(1))
Note: Schools may continue to follow these regulations through 10/6/2000.

Money must be returned to the appropriate program account(s), under regulations at §668.22(h)(2), within 30 days after the date that the institution determines the refund situation occurred. The return may be made to ED or to the school's Title IV account or accounts.

IF RETURNED TO A SCHOOL'S TITLE IV ACCOUNT(S), the return must be reflected in the school's general or subsidiary ledger. The funds are then considered "idle cash" and subject to that timeline.

IF RETURNED TO ED The school's responsibilities have been met.

IDLE CASH Cash that has been disbursed becomes idle cash if and when it is returned to the school's Title IV account(s). For example, a student might receive a disbursement but later decide to return all or a portion of the loan and return the funds to the school or funds might be returned to the account as a result of the student's withdrawal.

A school may maintain idle cash in its federal bank account for up to seven calendar days in order to disburse to, or on behalf of, the student or other students. Note that provisions concerning the amount of an excess cash balance, at §668.166(b), do not apply to idle cash.

* A "prompt" return of excess cash is a return that is made in a timely manner. The timetable for returning cash "promptly" may vary slightly from school to school, but a school is generally expected to return the excess cash within two or three days.

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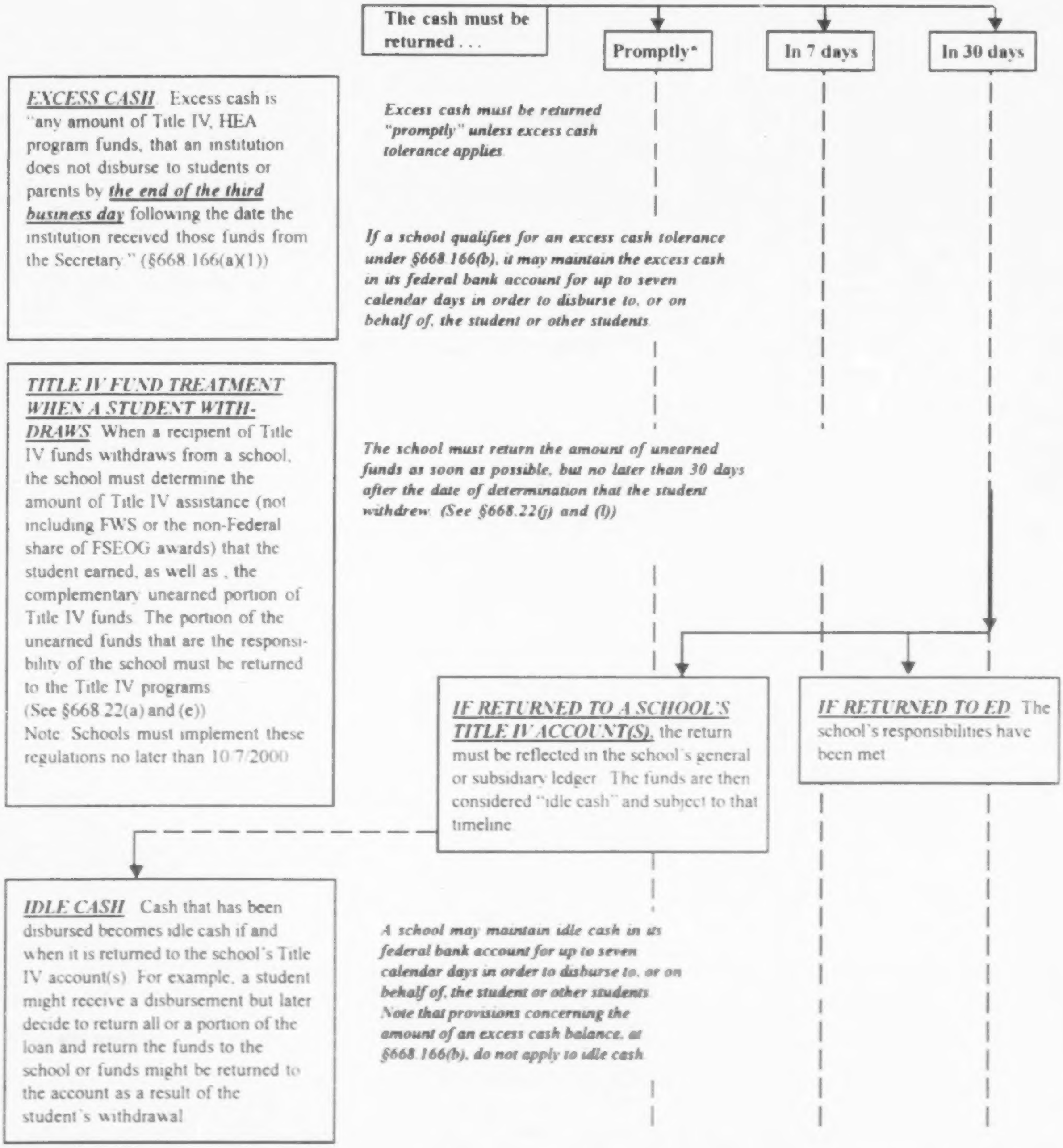
Cash Return Timelines - Chart II

(Note that guidance below generally applies to Pell, Direct Loan, FSEOG, Perkins, and FWS funds. FFEL timelines for disbursing funds are slightly different, and are described at §668.167.)



The cash must be returned . . .

Promptly*

In 7 days

In 30 days

EXCESS CASH Excess cash is "any amount of Title IV, HEA program funds, that an institution does not disburse to students or parents by ***the end of the third business day*** following the date the institution received those funds from the Secretary." (§668.166(a)(1))

Excess cash must be returned "promptly" unless excess cash tolerance applies.

If a school qualifies for an excess cash tolerance under §668.166(b), it may maintain the excess cash in its federal bank account for up to seven calendar days in order to disburse to, or on behalf of, the student or other students.

TITLE IV FUND TREATMENT WHEN A STUDENT WITHDRAWS When a recipient of Title IV funds withdraws from a school, the school must determine the amount of Title IV assistance (not including FWS or the non-Federal share of FSEOG awards) that the student earned, as well as , the complementary unearned portion of Title IV funds. The portion of the unearned funds that are the responsibility of the school must be returned to the Title IV programs.
(See §668.22(a) and (e))
Note: Schools must implement these regulations no later than 10/7/2000

The school must return the amount of unearned funds as soon as possible, but no later than 30 days after the date of determination that the student withdrew. (See §668.22(j) and (l))

IF RETURNED TO A SCHOOL'S TITLE IV ACCOUNT(S), the return must be reflected in the school's general or subsidiary ledger. The funds are then considered "idle cash" and subject to that timeline.

IF RETURNED TO ED The school's responsibilities have been met.

IDLE CASH Cash that has been disbursed becomes idle cash if and when it is returned to the school's Title IV account(s). For example, a student might receive a disbursement but later decide to return all or a portion of the loan and return the funds to the school or funds might be returned to the account as a result of the student's withdrawal.

A school may maintain idle cash in its federal bank account for up to seven calendar days in order to disburse to, or on behalf of, the student or other students. Note that provisions concerning the amount of an excess cash balance, at §668.166(b), do not apply to idle cash.

* A "prompt" return of excess cash is a return that is made in a timely manner. The timetable for returning cash "promptly" may vary slightly from school to school, but a school is generally expected to return the excess cash within two or three days.

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How to Classify Returned Funds

A school may find that due to a downward adjustment, their Direct Loan cash balance has increased by the amount of the adjustment. If an Option 2 school is not able to use the additional Direct Loan funds in their account for another borrower, then the funds must be returned to the LOC. A downward adjustment always requires an Option 1 or Standard school to return the funds. Whether the return of funds is to be considered either an unused funds transaction or a payment to the borrower's account depends on the reason for the submission of the funds, such as:

- Funds are Returned by the School to Comply with Regulatory/Statutory Requirements
    1. Make the appropriate downward adjustment to the loan record.
    2. Follow excess cash procedures for your school type.
    3. Borrower is not charged loan fees or interest on the portion returned.
- Borrower Returns Loan Funds Within 120 Days of Disbursement
    1. Make the appropriate downward adjustment in the loan record.
    2. Return the funds. (Follow excess cash procedures for your school type.)
    3. Borrower is not charged loan fees or interest on the portion returned.
- Borrower Returns Loan Funds More than 120 Days After Disbursement
    1. Do not make an adjustment to the loan record.
    2. Returned funds directly to the DLSC are applied to the borrower's account.
    3. The borrower will be charged interest and fees on the portion returned.

Refer to the **CFR 685.202(c)** and **DLB-99-74** (provided in Appedix H) for further guidance on this topic.

Excess Cash Addresses

If a school determines that they need to return excess cash to the LOC, the funds should be returned as follows

By check, payable to

U S Department of Education
Direct Loan Origination Center
Attn Excess Cash
P O Box 2011
Montgomery, AL 36102-2011

By ACH/FEDWIRE

Compass Bank Account No 707 2672 6
ABA No 0620 0118 6

Indicate your "G" or "E" institution code and the funding year for any returns sent via ACH/Fedwire

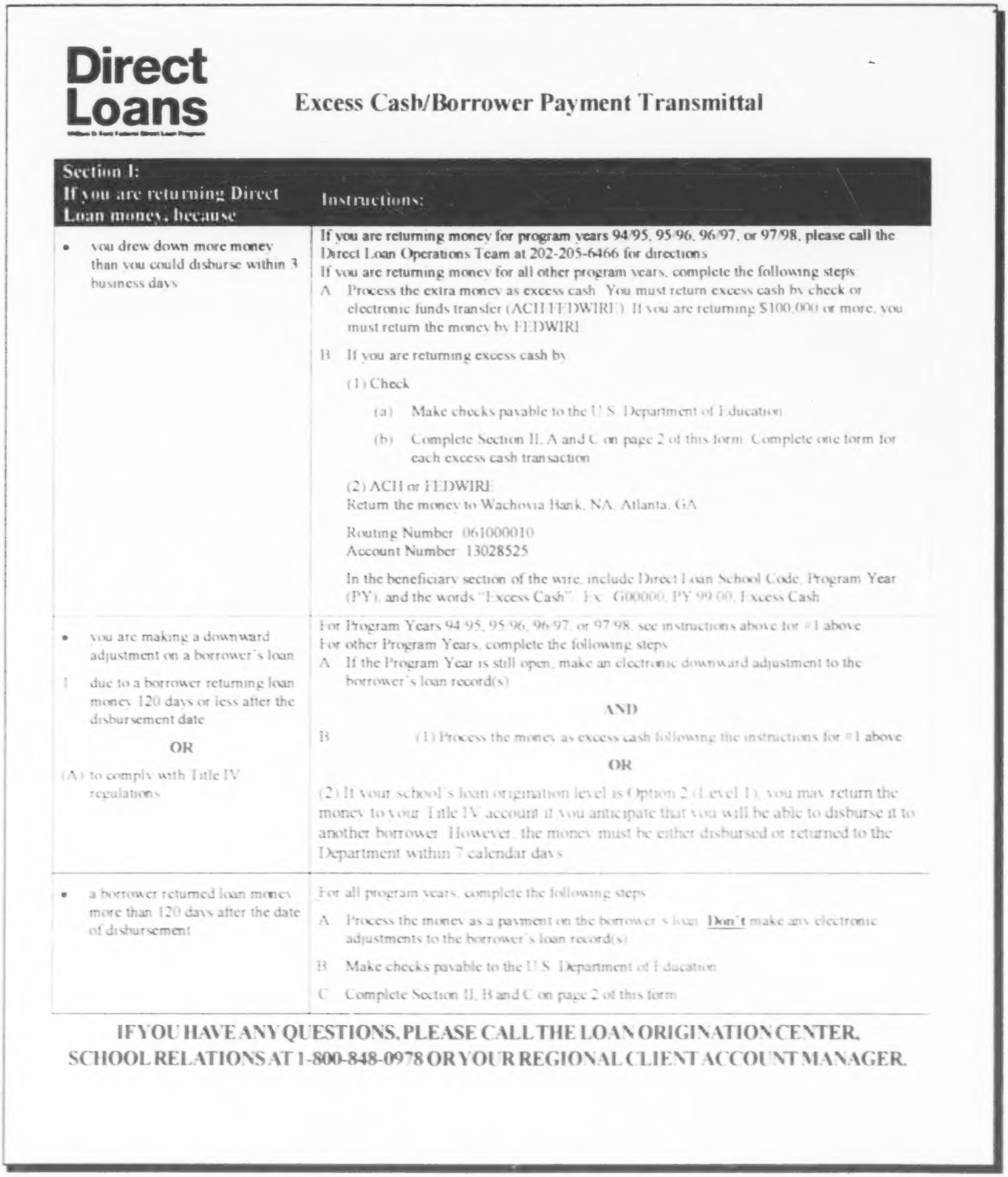
Payment Addresses

If a school determines that the amount to be returned is a payment on the borrower's loan balance, the funds must be sent as follows

By check, payable to

Direct Loan Servicing Center
Attn Payment Center
P O Box 746000
Atlanta, GA 30374-6000

The school must make sure correspondence is included indicating that this is a payment to the student's account and identify the borrower(s) by name and SSN



Direct Loans

Excess Cash/Borrower Payment Transmittal

Section I: If you are returning Direct Loan money, because	Instructions:
• you drew down more money than you could disburse within 3 business days	**If you are returning money for program years 94/95, 95/96, 96/97, or 97/98, please call the Direct Loan Operations Team at 202-205-6466 for directions** If you are returning money for all other program years, complete the following steps A Process the extra money as excess cash. You must return excess cash by check or electronic funds transfer (ACH/FEDWIRE). If you are returning $100,000 or more, you must return the money by FEDWIRE B If you are returning excess cash by (1) Check (a) Make checks payable to the U.S. Department of Education (b) Complete Section II, A and C on page 2 of this form. Complete one form for each excess cash transaction (2) ACH or FEDWIRE Return the money to Wachovia Bank, NA, Atlanta, GA Routing Number 061000010 Account Number 13028525 In the beneficiary section of the wire, include Direct Loan School Code, Program Year (PY), and the words "Excess Cash". Ex: G00000, PY 99/00, Excess Cash
• you are making a downward adjustment on a borrower's loan 1 due to a borrower returning loan money 120 days or less after the disbursement date OR (A) to comply with Title IV regulations	For Program Years 94/95, 95/96, 96/97, or 97/98, see instructions above for #1 above For other Program Years, complete the following steps A If the Program Year is still open, make an electronic downward adjustment to the borrower's loan record(s) AND B (1) Process the money as excess cash following the instructions for #1 above OR (2) If your school's loan origination level is Option 2 (Level 1), you may return the money to your Title IV account if you anticipate that you will be able to disburse it to another borrower. However, the money must be either disbursed or returned to the Department within 7 calendar days
• a borrower returned loan money more than 120 days after the date of disbursement	For all program years, complete the following steps A Process the money as a payment on the borrower's loan. **Don't** make any electronic adjustments to the borrower's loan record(s) B Make checks payable to the U.S. Department of Education C Complete Section II, B and C on page 2 of this form

IF YOU HAVE ANY QUESTIONS, PLEASE CALL THE LOAN ORIGINATION CENTER, SCHOOL RELATIONS AT 1-800-848-0978 OR YOUR REGIONAL CLIENT ACCOUNT MANAGER.

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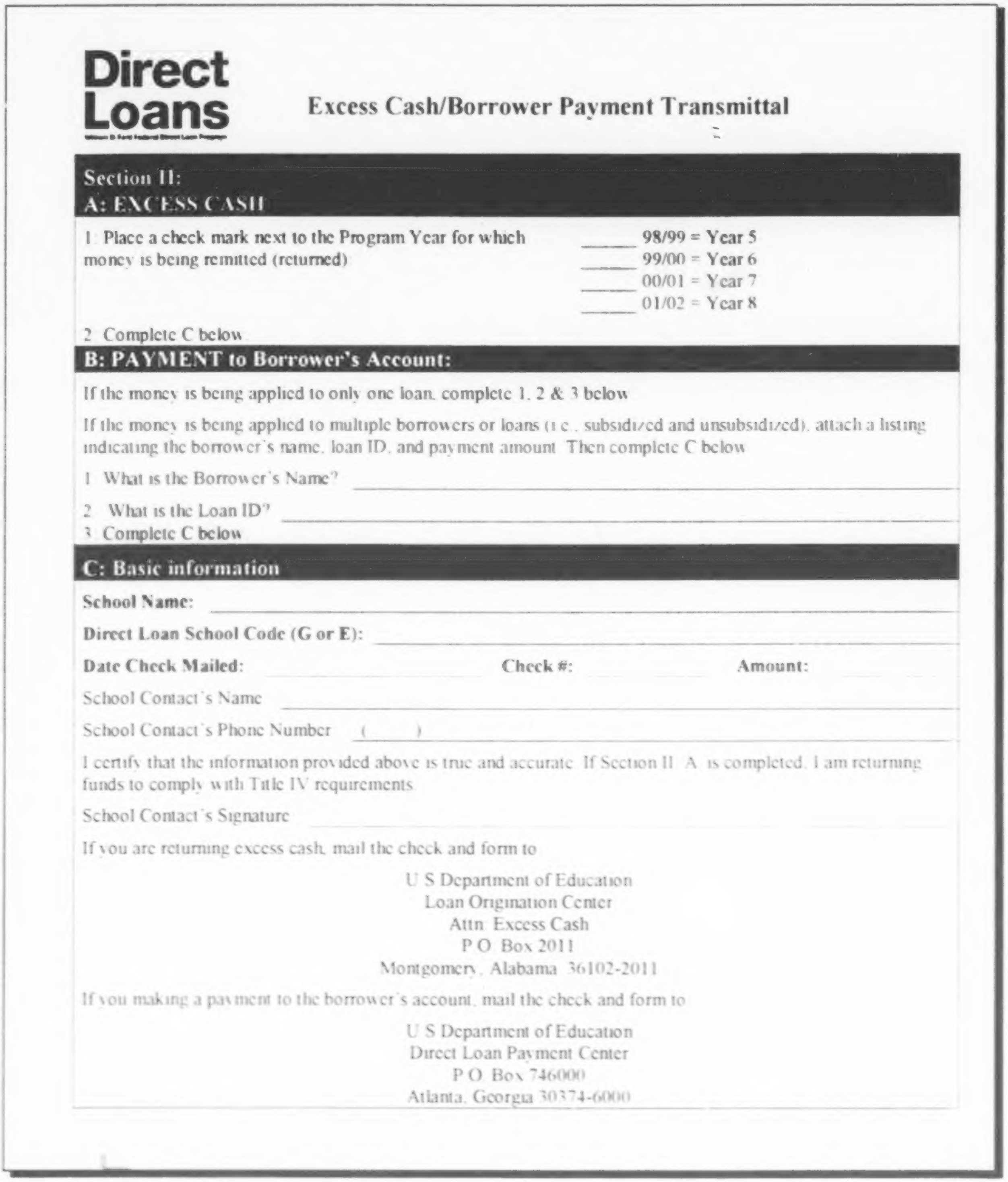


Direct Loans

Excess Cash/Borrower Payment Transmittal

Section II:
A: EXCESS CASH

1. Place a check mark next to the Program Year for which money is being remitted (returned)

_____ 98/99 = Year 5
_____ 99/00 = Year 6
_____ 00/01 = Year 7
_____ 01/02 = Year 8

2. Complete C below

B: PAYMENT to Borrower's Account:

If the money is being applied to only one loan, complete 1, 2 & 3 below

If the money is being applied to multiple borrowers or loans (i.e., subsidized and unsubsidized), attach a listing indicating the borrower's name, loan ID, and payment amount. Then complete C below

1. What is the Borrower's Name? ____________________
2. What is the Loan ID? ____________________
3. Complete C below

C: Basic information

School Name: ____________________

Direct Loan School Code (G or E): ____________________

Date Check Mailed: ____________ **Check #:** ____________ **Amount:** ____________

School Contact's Name ____________________

School Contact's Phone Number ( ) ____________________

I certify that the information provided above is true and accurate. If Section II. A. is completed, I am returning funds to comply with Title IV requirements.

School Contact's Signature ____________________

If you are returning excess cash, mail the check and form to

U.S. Department of Education
Loan Origination Center
Attn: Excess Cash
P.O. Box 2011
Montgomery, Alabama 36102-2011

If you making a payment to the borrower's account, mail the check and form to

U.S. Department of Education
Direct Loan Payment Center
P.O. Box 746000
Atlanta, Georgia 30374-6000

Unit 4 Exercises

1 List the five steps involved in the Cash Management process

1

2

3

4

5

2 Which steps must Option 2 schools complete?

3 Which steps must Option 1 and Standard Origination schools complete?

4 What does the LOC use to determine need and request funds for Option 1 and Standard Origination schools?

5 Funds must be disbursed within how many days of receiving the drawdown funds?

6 What criteria are needed before a record is eligible for payment?

7 Are funds "borrower specific" for Option 1 and Standard Origination schools?

8 The LOC sends an electronic Anticipated Disbursement Listing, which advises the school (Option 1 and Standard schools) of the anticipated disbursements, how many days before the anticipated disbursement date?

9 How does an Option 2 school request funds?

Unit 4 Exercises, continued

10 How does Option 1 and Standard Origination schools receive their funds?

11 What are excess funds?

12 How many days does an Option 1 or Standard Origination school have to return excess cash to the LOC?

13 List the two methods an Option 1/Standard Origination school may use to return excess cash. (See the DLB-00-19 for explanation of the new procedure.)

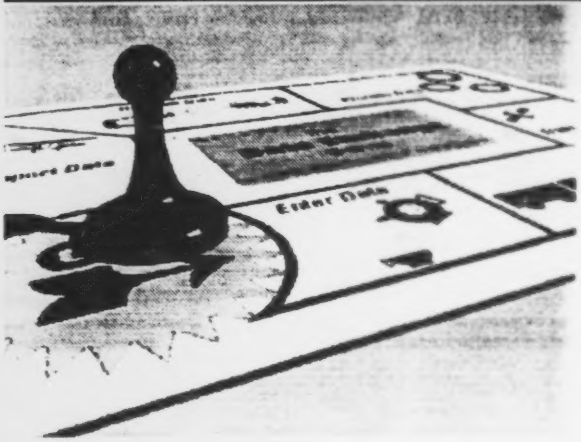
Computer Exercise:

The business office has asked you to help identify the amount of funds required for the upcoming drawdown request. To complete this task you need to print an Anticipated Disbursement list. Print the list using the Report Type: Pending Actuals and a disbursement date range of 8/31/2000 to 9/2/2000.

What is the total net amount represented on the list?

Would you request this amount to disburse?

Unit 5



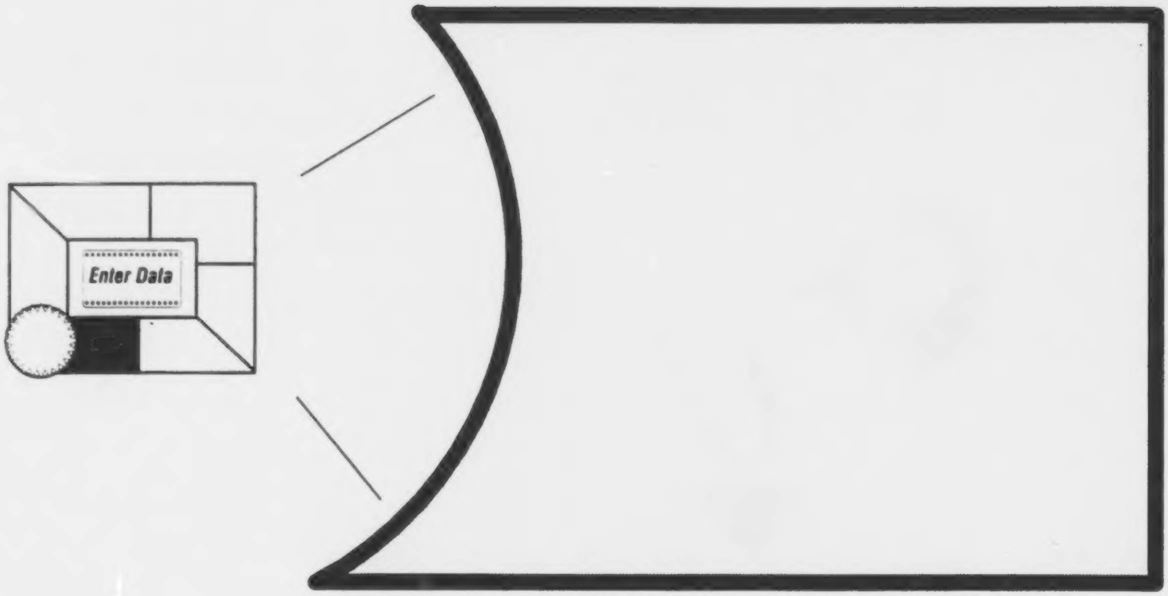
Disbursements

Lesson 1 Enter Data

Objectives

At the end of this lesson you should be able to

1. Define the rules for disbursing funds to borrowers
2. Determine appropriate disbursement dates
3. Identify the process for recording and reporting disbursements to the LOC



School Disbursement of Funds to Borrowers

Schools disburse Direct Loan funds in the same manner funds are delivered under the FFEL Program. The difference is that in the Direct Loan Program, the school controls - within the limits of the regulations - when the student receives the funds, just as the school does under the Federal Pell Grant and federal campus-based programs. Section 668.164 of the General provisions Cash Management regulations and Sections 685.301 and 685.303 of the Direct Loan Program regulations establish time frames and procedures for disbursing funds.

To disburse funds, the school:

- Establishes disbursement dates, taking into account the requirements concerning the number, amount, and timing of the disbursements.
- Checks that a student maintains eligibility for the loan.
- Must have obtained a signed, complete promissory note from the borrower.
- May, without obtaining a student's or parent's authorization, use Direct Loan funds to credit a student's account to satisfy current charges for tuition/fees and room and board.
- Must first credit the student's account to pay for outstanding current and authorized charges if it disburses Direct Loan funds by crediting a student's account. (See 668.164(d)(3))
- Pays any credit balance remaining on the student's account directly to the student or parent, or holds these funds for the borrower.

Note: Unless the borrower provides written authorization allowing the school to hold funds, a credit balance on the student's account must be paid directly to the student or parent no later than 14 days after: 1) the date the balance occurs (if the balance occurs after the first day of class of a payment period), or, 2) the first day of classes of a payment period (if the credit balance occurs on or before the first day of class of that payment period).

- Applies standard disbursement requirements, such as the 30-day delay for first-year, first-time borrowers, and the disbursement rules on the following pages.

Notification and Cancellation Information

Whenever an institution credits Direct Loan funds to a student account, the institution must notify the student or parent of

- The date and amount of the disbursement
- The borrower's right to cancel all or a portion of the loan or loan disbursement
- The procedures and time frames by which the borrower must notify the institution that he or she wishes to cancel the loan or loan disbursement

The institution must send the notice no earlier than 30 days before and no later than 30 days after crediting the student's account at the institution. The institution may notify the borrower in writing or electronically. If the institution sends the notice electronically, it must require the recipient of the notice to confirm receipt of the notice and must maintain a copy of that confirmation.

The borrower must inform the institution if he or she wishes to cancel all or a portion of a loan or loan disbursement. The institution must honor the cancellation request if it receives the borrower's request within 14 days after the date the school sends the notification described above, or, if the institution sends the notification more than 14 days before the end of the payment period, by the first day of the payment period. If the borrower requests a cancellation after the time period discussed above, the school may, but is not required to, cancel all or a portion of the loan. An institution must inform the borrower in writing or electronically regarding the outcome of any cancellation request.

General Disbursement Date Rules

The disbursement date for a Direct Loan disbursement is the date a school either credits the student's account or pays the student or parent directly with Direct Loan funds or institutional funds used in advance of receiving Direct Loan funds

Ten Days

The earliest date that a school may report as a Direct Loan disbursement date is ten days before the first day of classes of a payment period A school can credit a student's account with institutional funds earlier than ten days before the first day of classes of a payment period; however, they may not report a disbursement date to the LOC that is earlier than ten days before the first day of classes of a loan period In this situation, the date reported as the disbursement date must be the tenth day before the first day of classes of a payment period

Delayed disbursements

Additionally, for a first-year, first-time borrower, the earliest that a school may make the first disbursement of a Direct Loan is the 30th day after the first day of the student's program of study While a school may credit a first-time, first-year borrower's account prior to the 30th day after the first day of program of study, that disbursement may not be reported to the LOC as a Direct Loan disbursement until the 30th day after the first day of the program of study

Special Schools

If your school has a default rate of less than 10% for each of the most recent three years for which rates have been calculated, you may disburse a loan in one disbursement if the loan period is not more than one quarter, one semester, one trimester, or four months This option also applies to designated experimental site schools that have been approved by ED In addition, if you meet this default rate standard, you are exempt from the 30-day delayed disbursement requirement for first-year, first-time borrowers

If your school has a cohort default rate of less than 5% for the most recent fiscal year, you are exempt from the multiple disbursement requirement and the delayed disbursement requirement for any loan made to a student to cover the cost of attendance in a study abroad program approved by the home eligible institution

To perform any of these actions in EDExpress, you must set the "Are You a Special School?" flag in the Direct Loan setup discussed in Unit 2

Reporting Actual Disbursements

After disbursing funds, the school must report the required information on actual disbursements to the LOC. Section 685.301(d) of the Direct Loan Regulations requires that a school must submit the promissory note, loan origination record, and initial disbursement record to ED no later than 30 days following the date of disbursement. Subsequent disbursements and adjustments must also be reported within 30 days of the date of the subsequent disbursement or adjustment. To report an actual disbursement, the school must enter the date of the disbursement and the amount disbursed in the loan record and transmit the disbursement information to the LOC.

Note: Actual disbursement data are reported electronically to the LOC, while the promissory notes are mailed to the LOC. Even if a school sends both sets of information simultaneously, the disbursement record will arrive first. A loan is not "booked" until the LOC has accepted the complete loan origination record; the signed, complete promissory note; and the complete disbursement number 1 record.

Once the loan is booked, the Direct Loan Servicing Center (DLSC) sends the disbursement notification to the borrower within three business days from the date the DLSC receives the initial booking transaction. The timely reporting of actual disbursement data ensures that borrowers receive timely notification of their loan repayment obligation to ED. This is particularly important for Direct PLUS and Direct Unsubsidized borrowers because interest begins to accrue on these loans on the date of actual disbursement.

Procedures for Option 1 and Standard Origination Schools

- Four days prior to the anticipated disbursement date, the school receives the Actual Disbursement Roster from the LOC indicating the borrower, loan type, and amount to be disbursed.
- The school verifies eligibility and/or corrects the disbursement amount for each borrower. The school records the date and amount of the disbursement and sends the disbursement records electronically to the LOC.
- If the school disburses an amount that is less than anticipated, it must send the excess cash back to the LOC (see Section 668.166 of the General Provisions Cash Management Regulations which establish the procedures for excess cash. See also Unit 4, Cash Management)

Procedures for Option 2 Schools

- The school records the date and amount of each disbursement in the Direct Loan software provided by ED, or in another system maintained by the school, and transmits the disbursement records to the LOC.
- If the school disburses less than the anticipated amount, it may use these funds to disburse to other eligible borrowers. If the funds are not needed, the school returns the funds to the LOC as excess cash. (See also Unit 4, Cash Management)

Disbursement Records

You must record actual disbursement dates and amounts in EDExpress. This generates disbursement records that must be exported to the LOC in a timely fashion. A record of disbursement is one of the three elements required by the LOC to "book" a loan.

There are three types of disbursement records:

- Actual Disbursements - You may enter the gross or net disbursement into EDExpress. This transaction will always be the first disbursement record for the disbursement number.
- Adjustments to Actual Disbursement Amounts - You may decrease or increase the actual disbursement or a previous adjustment. This includes adjustments to zero.
- Adjustments to Actual Disbursement Dates - You can modify the date of any disbursement already recorded.

You must export all disbursement records to the LOC in a timely fashion. The three disbursement types listed above are #H batches, generated by the school and acknowledged by the LOC.

Two new disbursement acknowledgements will be generated by the LOC and sent to the schools. #B is a booking notification which indicates a disbursement or an adjustment is booked by the LOC. Batch SP notifies the school of a servicer refund (an early payoff by the borrower to the servicer). These will have the disbursement acknowledgement message class.

The disbursement notification is sent by the DLSC to the borrower three business days from the date the DLSC receives the initial booking transaction. This notification is sent to the borrower for every accepted disbursement transaction booked by the DLSC.

Status Flags

When you save a record with a new actual disbursement, adjustment to an actual disbursement, adjustment to zero, or adjustment to the date, several actions take place in EDExpress

- The disbursement data is added to the disbursement database This includes the disbursement type, date, and amount
- The transaction is assigned a disbursement status flag which is initially set to "R" indicating the record is ready to export to the LOC
- The status flag changes to "B" when the record is batched for export The batching process assigns a batch ID to the record
- When the corresponding disbursement acknowledgement is imported, the status flag is updated to "A" or "E"

Each transaction (actual disbursement, adjustment to an actual disbursement amount or date) is maintained separately and has its own disbursement status flag in the disbursement database

For example, if you record a first actual disbursement and decide later to adjust the first disbursement, you create two disbursement transactions in the disbursement database, each with its own disbursement status of "R"

N = Not ready to send

R = Ready to send

B = Batched

A = Accepted

E = Error (rejected)

Actual Disbursement Entry

You can enter gross or net amounts into EDExpress You must use either the gross or the net amount consistently as the basis for your actual disbursement transactions This reduces the possibility for confusion and rounding errors

You can enter disbursement data into EDExpress three ways

- Single Entry - Open an individual loan record and enter the disbursement number, disbursement type, disbursement date, and disbursement amount in the Actual Disbursement panel
- Multiple Entry - You can select the records to which you want to add disbursement information in a group through the multiple entry window
- Import Change - Create your own flat ASCII file, following the Import Change record layout, include disbursement data and import the file into EDExpress (See the Direct Loan Technical Reference for more details)

Disbursement Types

In addition to entering the amount of the disbursement, the disbursement number and the date, you must enter the Type field This tells EDExpress specifically what the amount represents

Gross Amount (G)	**The amount including the loan fee.**
Net Amount (N)	**The amount not including the loan fee.**
Adjusted Gross Amount (A)	**The new gross amount after the adjustment has been applied.**
Adjusted Net Amount (J)	**The new net amount after the adjustment has been applied.**
Use Anticipated Information (U)	**Indicates you want EDExpress to apply the amounts that appear in the anticipated disbursement field. This is saved to the database as a G type action taken.**
Adjusted Disbursement Date (Q)	**The date is the new disbursement date for the associated disbursement.**

Rules for Actual Disbursements

- The first action type for any disbursement number must be a gross "G" or net "N" disbursement. (You may also use "U" for Use Anticipated Disbursement Information.)
- The actual disbursement date may not be in the future. The actual disbursement date may not be more than ten days before the first day of classes of a payment period. The actual disbursement date must comply with Cash Management regulations.
- The sum of all disbursement amounts may not be greater than the loan amount requested (Stafford) or loan amount approved (PLUS).
- You may not record a second, third, or fourth disbursement if no action is taken on disbursement #1.
- Disbursement number one must have the earliest date. Subsequent disbursements can be made in any order, but cannot have a date prior to the date of disbursement number one.

NEW! ***You can now process up to 20 disbursements on a Stafford loan. (PLUS remains at 4). Once disbursement number 1 is accepted by the LOC, subsequent disbursements do not have to be processed in sequential or chronological order.***

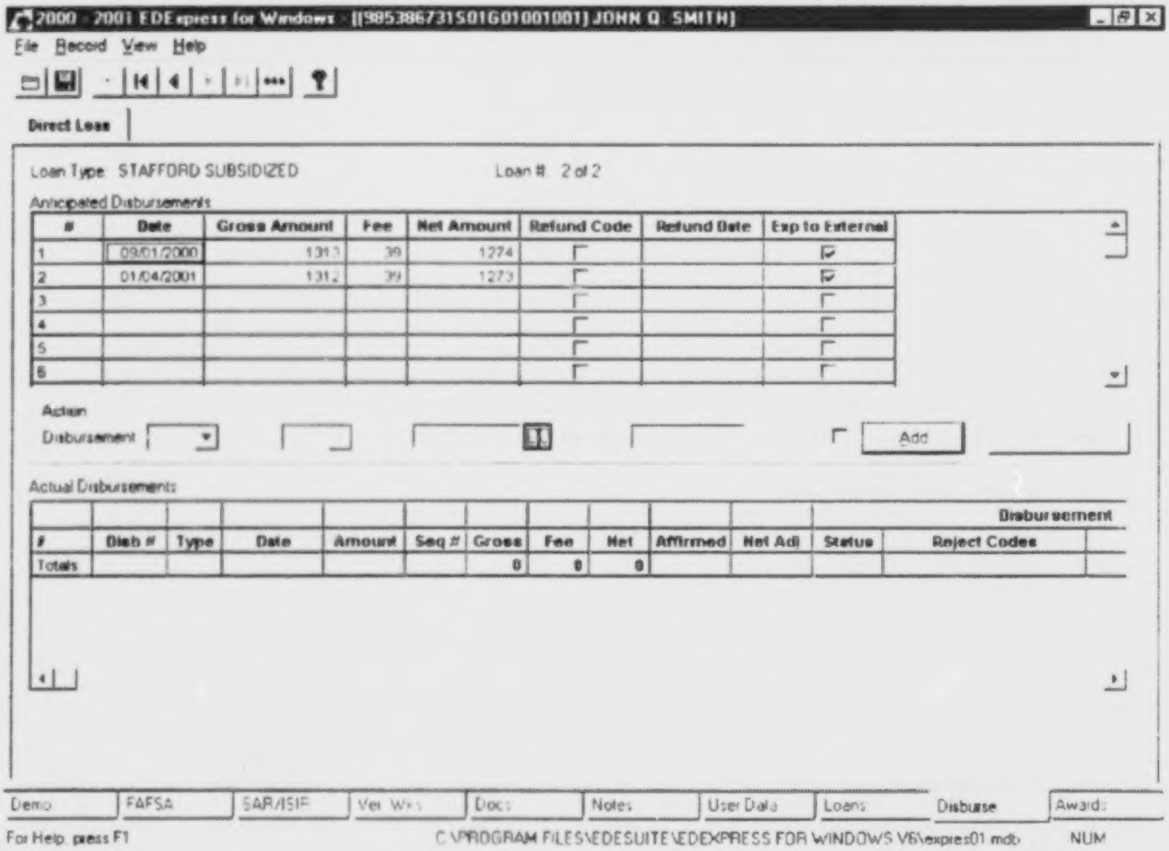
Unit 5—Disbursements

Lesson 1

Entering a Single Disbursement

Open the disbursement record

The first step is to open the disbursement record. To do this, use the Disburse tab on the student's demographic record.


File
Record
View
Help
Direct Loan
Action
Disbursement
Add
Demo
FAFSA
SAR/ISIR
Ver. Wks
Docs
Notes
User Data
Loans
Disburse
Awards
For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb
NUM

2000 - 2001 EDExpress for Windows - [[985386731S01G01001001] JOHN Q. SMITH]

Loan Type: STAFFORD SUBSIDIZED

Loan #: 2 of 2

Anticipated Disbursements

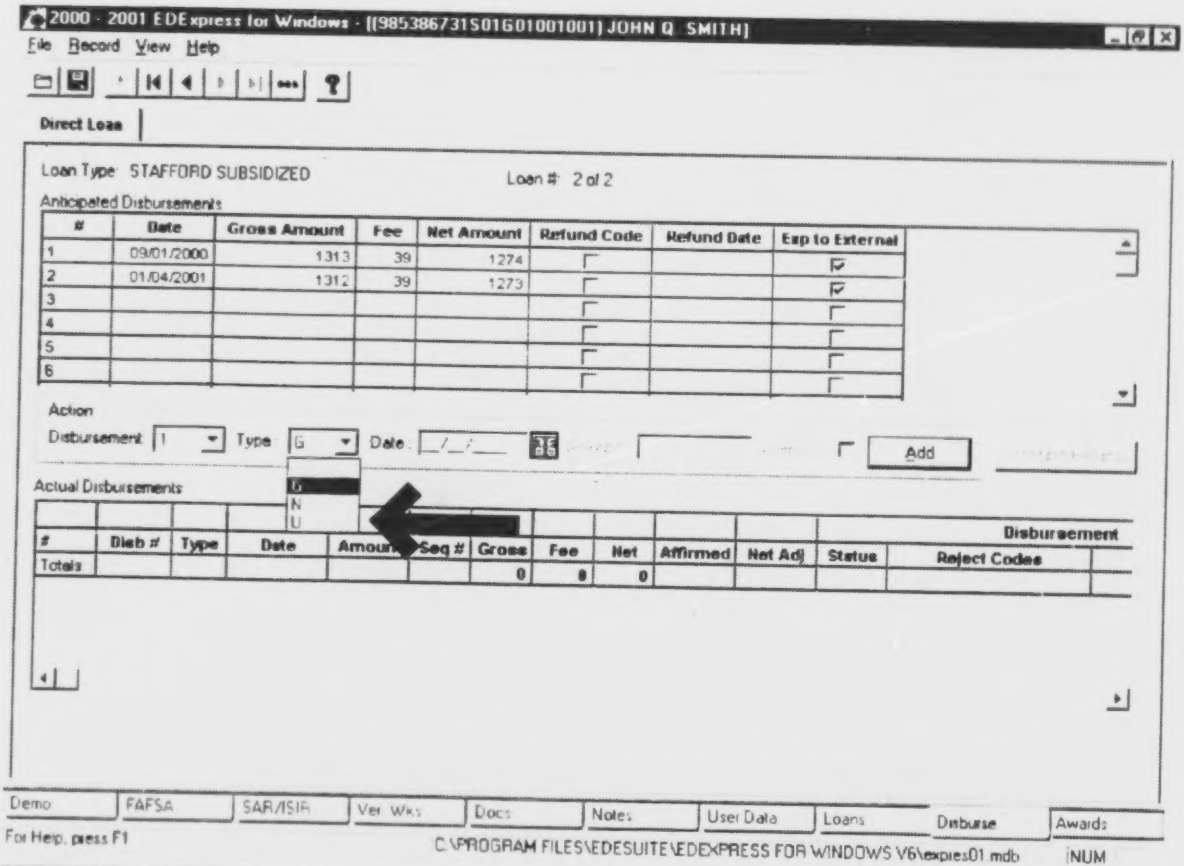
#	Date	Gross Amount	Fee	Net Amount	Refund Code	Refund Date	Exp to External
1	09/01/2000	1313	39	1274	☐		☑
2	01/04/2001	1312	39	1273	☐		☑
3					☐		☐
4					☐		☐
5					☐		☐
6					☐		☐

Actual Disbursements

											Disbursement	
#	Disb #	Type	Date	Amount	Seq #	Gross	Fee	Net	Affirmed	Net Adj	Status	Reject Codes
Totals						0	0	0				

Select Action ***Disbursement 1.***

Select Action Type **G**



2000 - 2001 EDExpress for Windows - [(985386731S01G01001001) JOHN Q SMITH]
File
Record
View
Help
Direct Loan
Add
Demo
FAFSA
SAR/ISIR
Ver. Wks
Docs
Notes
User Data
Loans
Disburse
Awards

Loan Type: STAFFORD SUBSIDIZED

Loan #: 2 of 2

Anticipated Disbursements

#	Date	Gross Amount	Fee	Net Amount	Refund Code	Refund Date	Exp to External
1	09/01/2000	1313	39	1274	☐		☑
2	01/04/2001	1312	39	1273	☐		☑
3					☐		☐
4					☐		☐
5					☐		☐
6					☐		☐

Action

Disbursement: 1 Type: G Date: _/_/___

G
N
U

Actual Disbursements

#	Disb #	Type	Date	Amoun	Seq #	Gross	Fee	Net	Affirmed	Net Adj	Disbursement Status	Reject Codes
Totals						0	0	0				

For Help, press F1

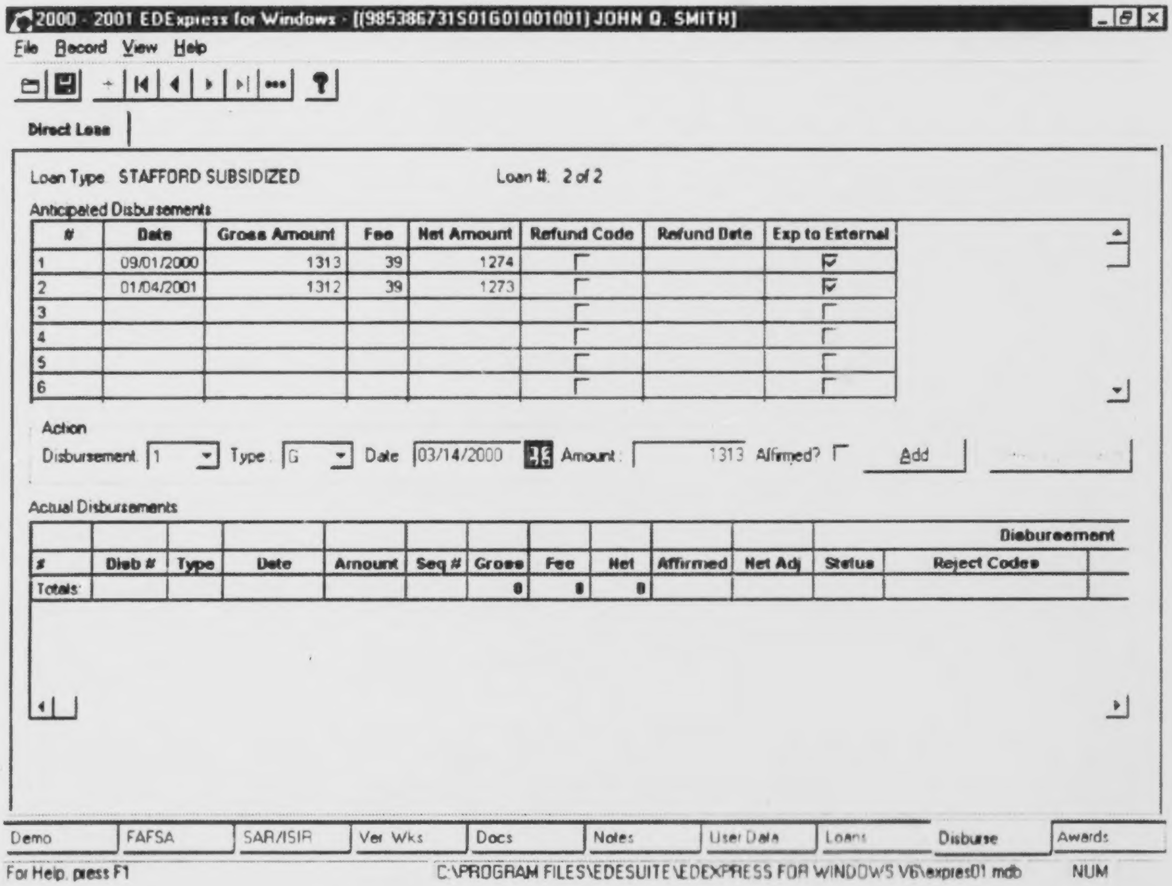
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb

NUM

*Type the Date and the Gross Amount (**1313**)*

*Click **Add***

If you select the Action Type of G , you must supply the date and the amount of the disbursement


2000 - 2001 EDExpress for Windows - [(985386731S01G01001001) JOHN Q. SMITH]
File
Record
View
Help
Direct Loan
Demo
FAFSA
SAR/ISIR
Ver Wks
Docs
Notes
User Data
Loans
Disburse
Awards

Loan Type STAFFORD SUBSIDIZED

Loan #. 2 of 2

Anticipated Disbursements

#	Date	Gross Amount	Fee	Net Amount	Refund Code	Refund Date	Exp to External
1	09/01/2000	1313	39	1274	☐		☑
2	01/04/2001	1312	39	1273	☐		☑
3					☐		☐
4					☐		☐
5					☐		☐
6					☐		☐

Action

Disbursement: 1 Type: G Date 03/14/2000 Amount: 1313 Affirmed? ☐ Add

Actual Disbursements

											Disbursement	
#	Disb #	Type	Date	Amount	Seq #	Gross	Fee	Net	Affirmed	Net Adj	Status	Reject Codes
Totals:						0	0	0				

For Help, press F1

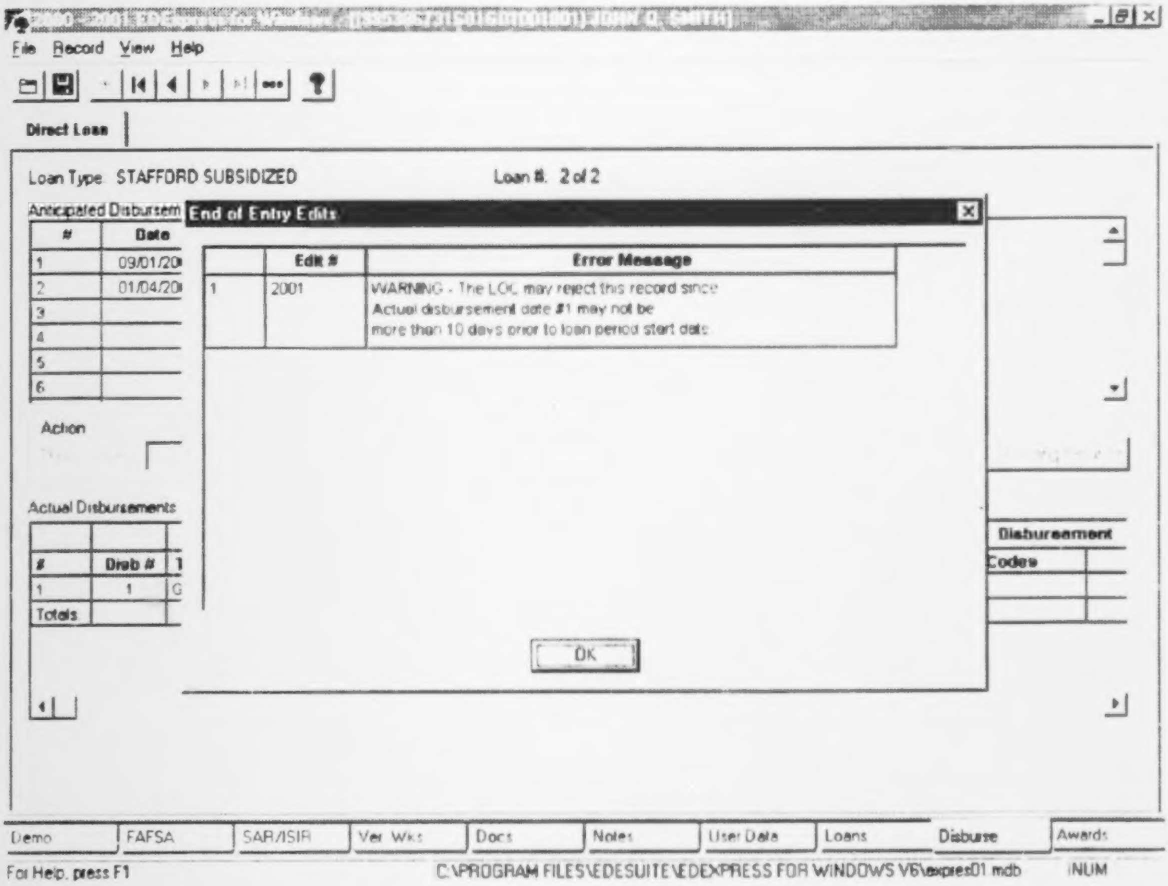
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb

NUM

A row for the disbursement has been added to the Actual Disbursement table. However, an attempt to save the record invoked a warning by EDExpress. In this example, the date used for the disbursement (3/14/2000) was more than 10 days prior to the loan period beginning on 9/1/2000.

Another potential warning that relates to the disbursement date is Edit 3105. The disbursement date is 90 days past the loan period end date and will be rejected by the LOC unless your institution has prior approval from the ED.

*Click **OK** to close the warning box.*


File
Record
View
Help
Direct Loan
Anticipated Disbursem
Action
Actual Disbursements
Disbursement
Codes
OK
Demo
FAFSA
SAR/ISIR
Ver Wks
Docs
Notes
User Data
Loans
Disburse
Awards
NUM

Loan Type: STAFFORD SUBSIDIZED

Loan #: 2 of 2

#	Date
1	09/01/20
2	01/04/20
3	
4	
5	
6	

End of Entry Edits

	Edit #	Error Message
1	2001	WARNING - The LOC may reject this record since Actual disbursement date #1 may not be more than 10 days prior to loan period start date.

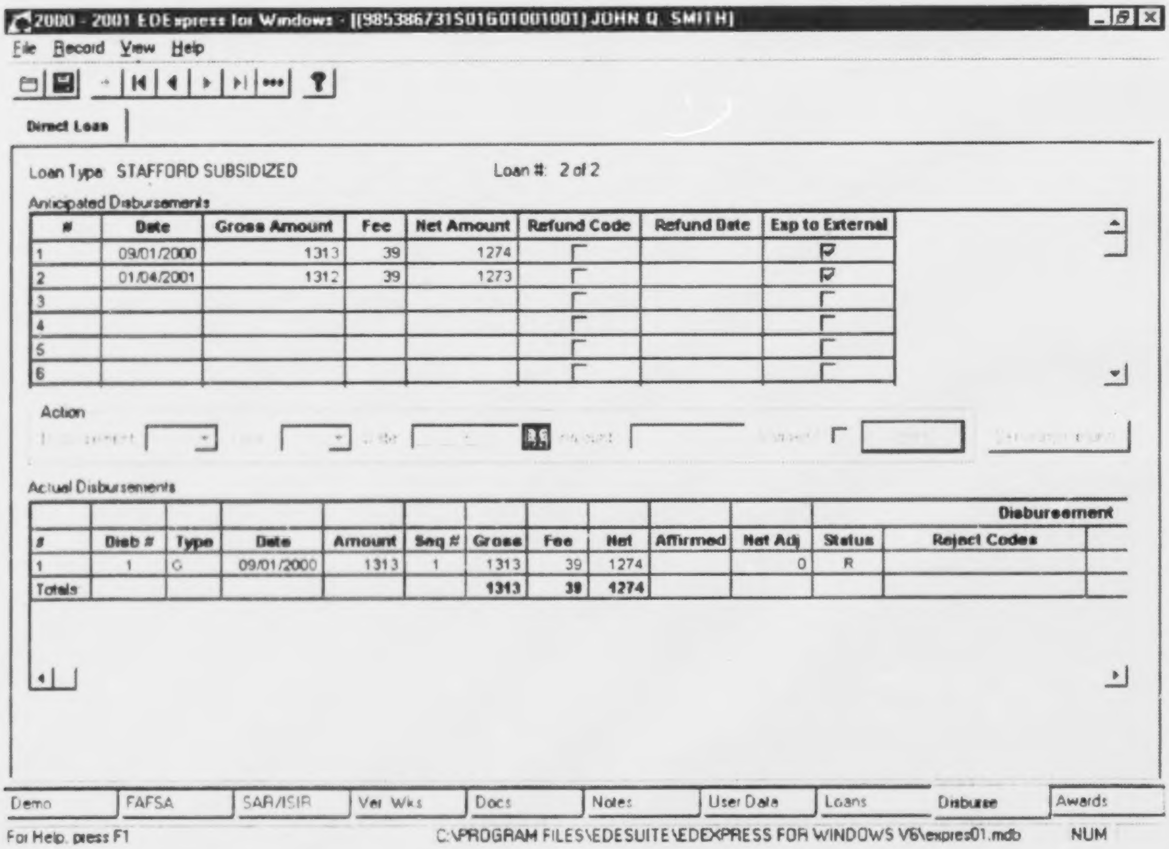
#	Disb #	
1	1	G
Totals		

For Help, press F1

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb

Click the ***Save*** *button on the toolbar*

The disbursement date has been adjusted to 9/1/2000, so the record can now be saved.


File
Record
View
Help
Direct Loan
Action
Demo
FAFSA
SAR/ISIR
Ver Wks
Docs
Notes
User Data
Loans
Disburse
Awards

2000 - 2001 EDExpress for Windows - [(985386731S01G01001001) JOHN Q. SMITH]

Loan Type: STAFFORD SUBSIDIZED

Loan #: 2 of 2

Anticipated Disbursements

#	Date	Gross Amount	Fee	Net Amount	Refund Code	Refund Date	Exp to External
1	09/01/2000	1313	39	1274	☐		☑
2	01/04/2001	1312	39	1273	☐		☑
3					☐		☐
4					☐		☐
5					☐		☐
6					☐		☐

Actual Disbursements

											Disbursement	
#	Disb #	Type	Date	Amount	Seq #	Gross	Fee	Net	Affirmed	Net Adj	Status	Reject Codes
1	1	G	09/01/2000	1313	1	1313	39	1274		0	R	
Totals						**1313**	**39**	**1274**				

For Help, press F1

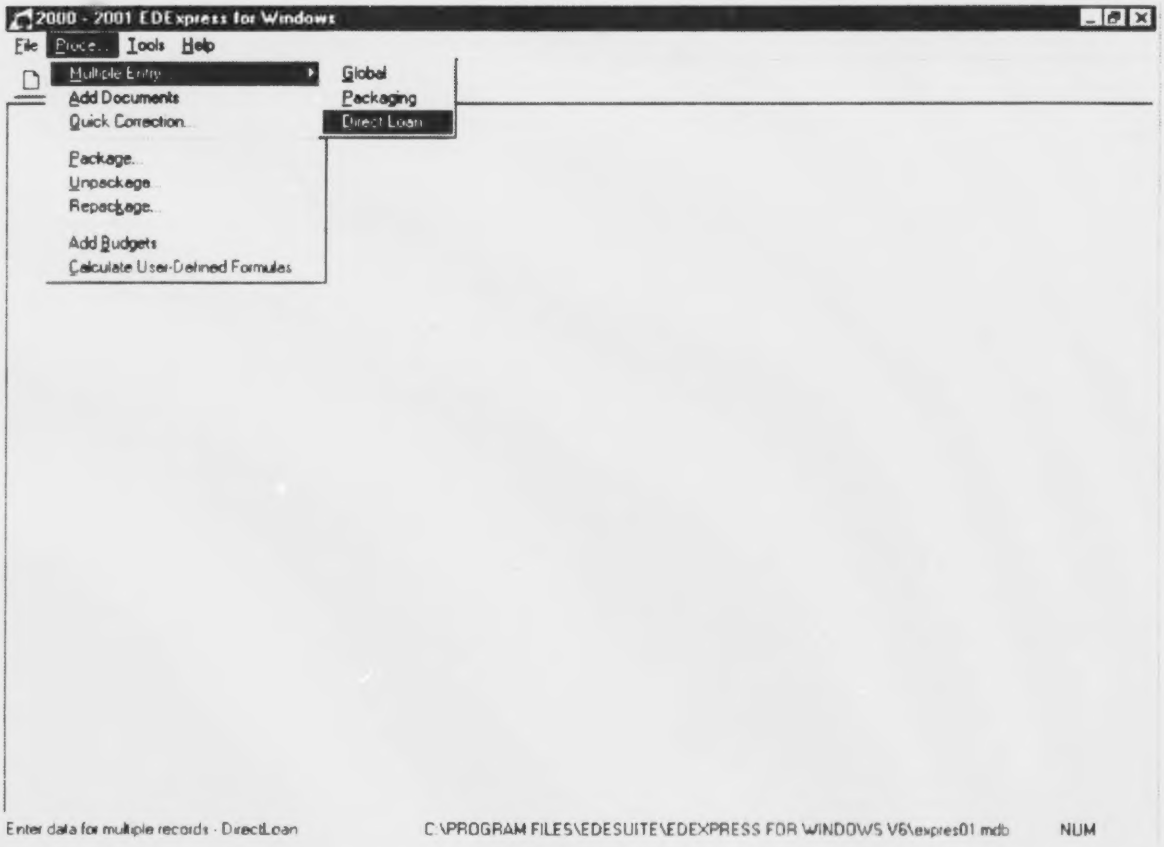
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb

NUM

Entering Disbursements with Multiple Entry

The Multiple Entry function updates the actual disbursements for a batch of records at one time. In this example we will add disbursements for records that have an accepted promissory note

*Select **Process/ Multiple Entry…/Direct Loan** from the main menu bar*


2000 - 2001 EDExpress for Windows
File
Proce...
Tools
Help
Multiple Entry
Add Documents
Quick Correction...
Package...
Unpackage...
Repackage...
Add Budgets
Calculate User-Defined Formulas
Global
Packaging
Direct Loan
NUM

Enter data for multiple records - DirectLoan

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb

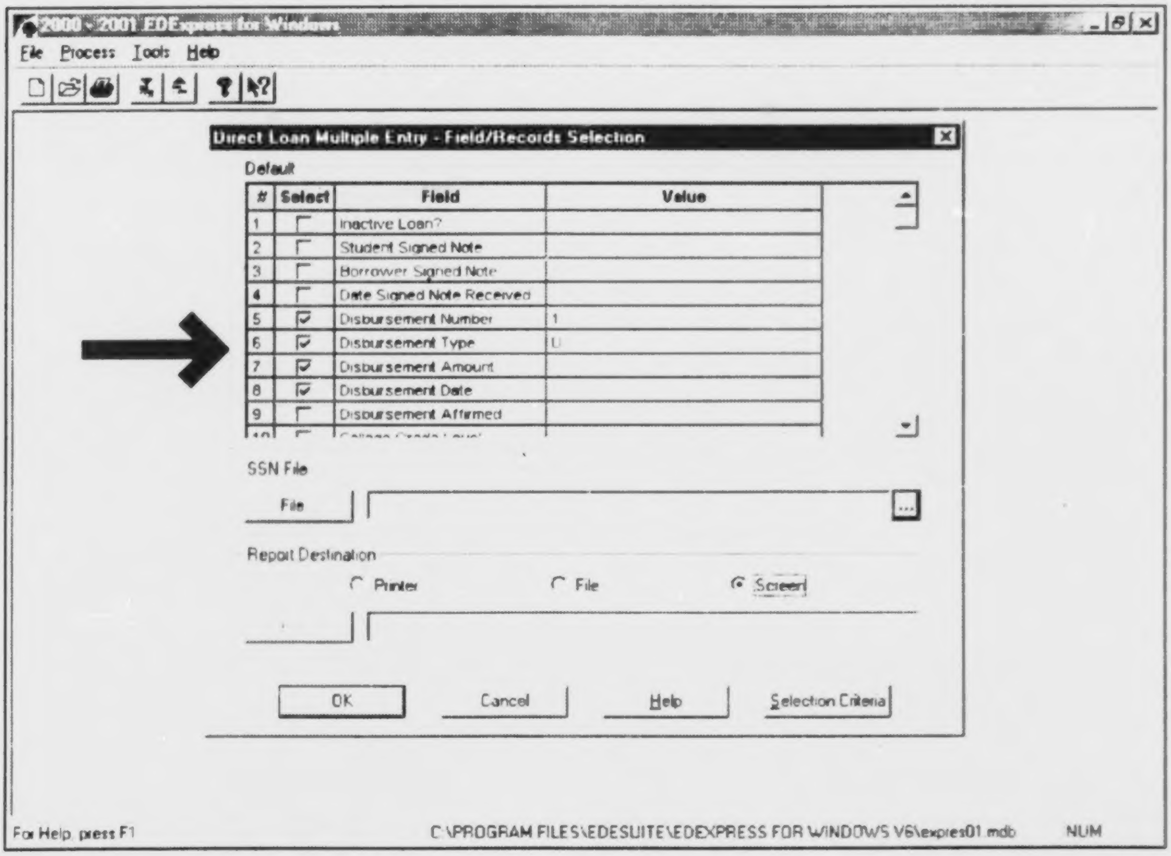
Click the ***Disbursement Number*** *checkbox*

Click the value field and select disbursement number ***1*** *and action type* ***U*** *to use the anticipated disbursement amounts*

Click ***Screen***

Click ***Selection Criteria***

When you select Disbursement Number from the list, EDExpress selects Disbursement Type, Amount, and Date since they must also be updated


2000 - 2001 EDExpress for Windows
File Process Tools Help
Direct Loan Multiple Entry - Field/Records Selection
SSN File
File
OK
Cancel
Help
Selection Criteria
For Help, press F1
NUM

Default

#	Select	Field	Value
1	☐	Inactive Loan?	
2	☐	Student Signed Note	
3	☐	Borrower Signed Note	
4	☐	Date Signed Note Received	
5	☑	Disbursement Number	1
6	☑	Disbursement Type	U
7	☑	Disbursement Amount	
8	☑	Disbursement Date	
9	☐	Disbursement Affirmed	

Report Destination

○ Printer ○ File ● Screen

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb

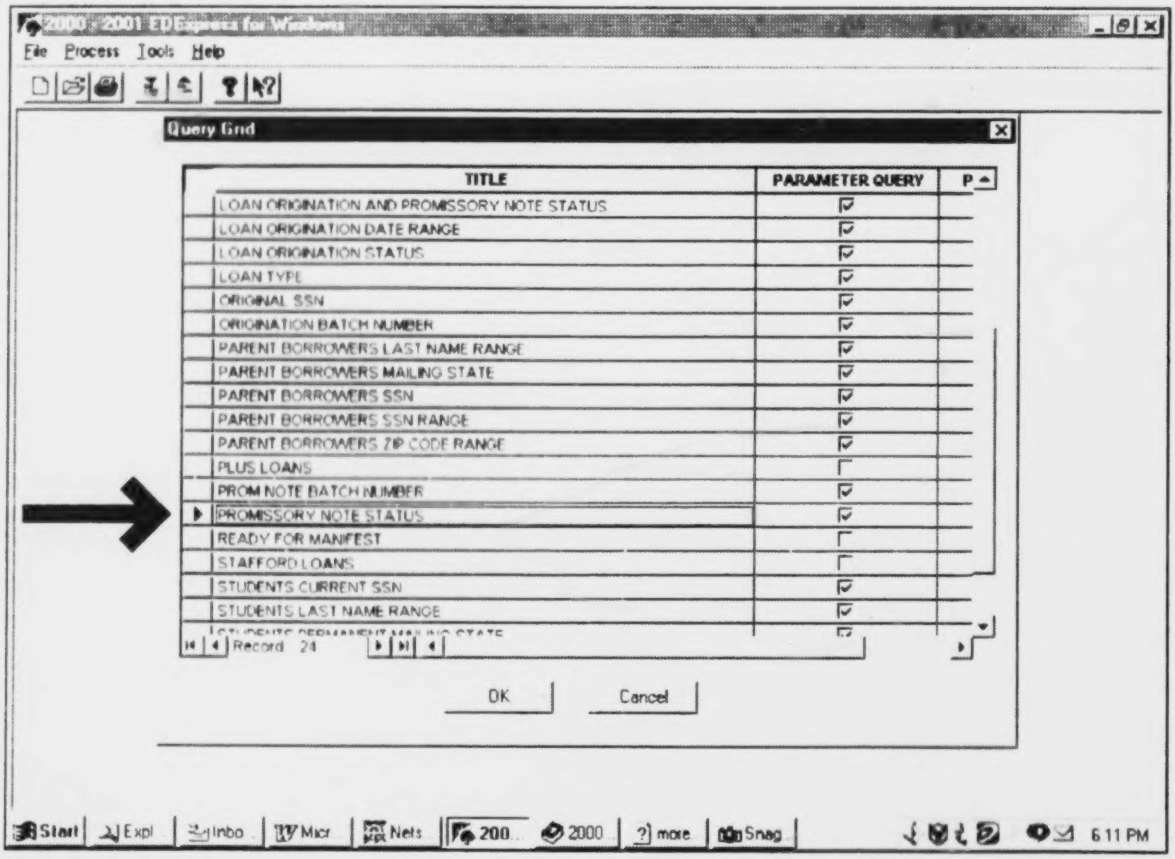
BEST COPY AVAILABLE

We want to add a query to select records that have an accepted promissory note

Click the ***Query Title*** *ellipsis button.*

Select ***Promissory Note Status*** *from the list of queries.*

Click ***OK***.


2000 - 2001 EDExpress for Windows
File
Process
Tools
Help
Query Grid
Record 24
OK
Cancel
Start
Expl
Inbo
Micr
Nets
200...
2000
more
Snag
6:11 PM

TITLE	PARAMETER QUERY	P
LOAN ORIGINATION AND PROMISSORY NOTE STATUS	☑	
LOAN ORIGINATION DATE RANGE	☑	
LOAN ORIGINATION STATUS	☑	
LOAN TYPE	☑	
ORIGINAL SSN	☑	
ORIGINATION BATCH NUMBER	☑	
PARENT BORROWERS LAST NAME RANGE	☑	
PARENT BORROWERS MAILING STATE	☑	
PARENT BORROWERS SSN	☑	
PARENT BORROWERS SSN RANGE	☑	
PARENT BORROWERS ZIP CODE RANGE	☑	
PLUS LOANS	☐	
PROM NOTE BATCH NUMBER	☑	
PROMISSORY NOTE STATUS	☑	
READY FOR MANIFEST	☐	
STAFFORD LOANS	☐	
STUDENTS CURRENT SSN	☑	
STUDENTS LAST NAME RANGE	☑	

BEST COPY AVAILABLE

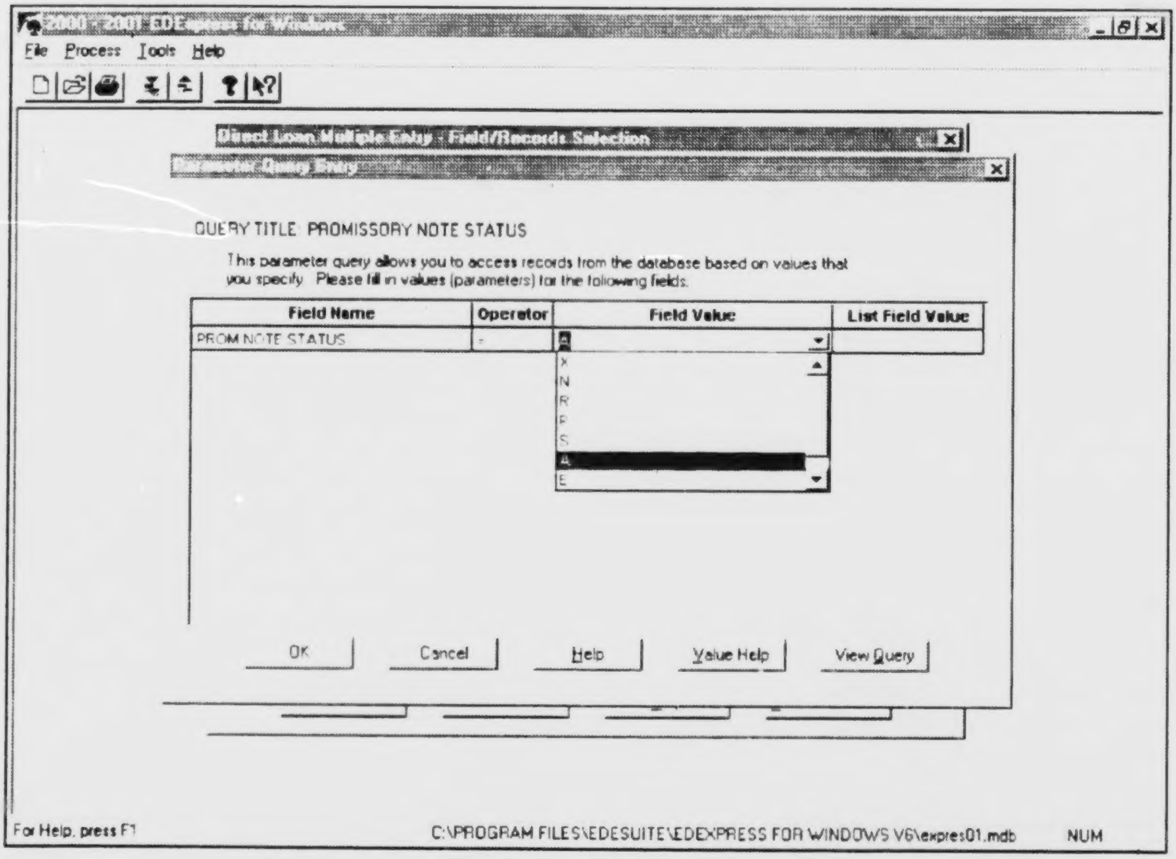
Select **A** (accepted) as the Field Value

Click **OK**

View Query displays your selection

Click **Close**

Tip To see what the values represent, click the Value Help button


2000 - 2001 EDExpress for Windows
File
Process
Tools
Help
Direct Loan Multiple Entry - Field/Records Selection
Parameter Query Entry
X
N
R
P
S
A
E
OK
Cancel
Help
Value Help
View Query

QUERY TITLE: PROMISSORY NOTE STATUS

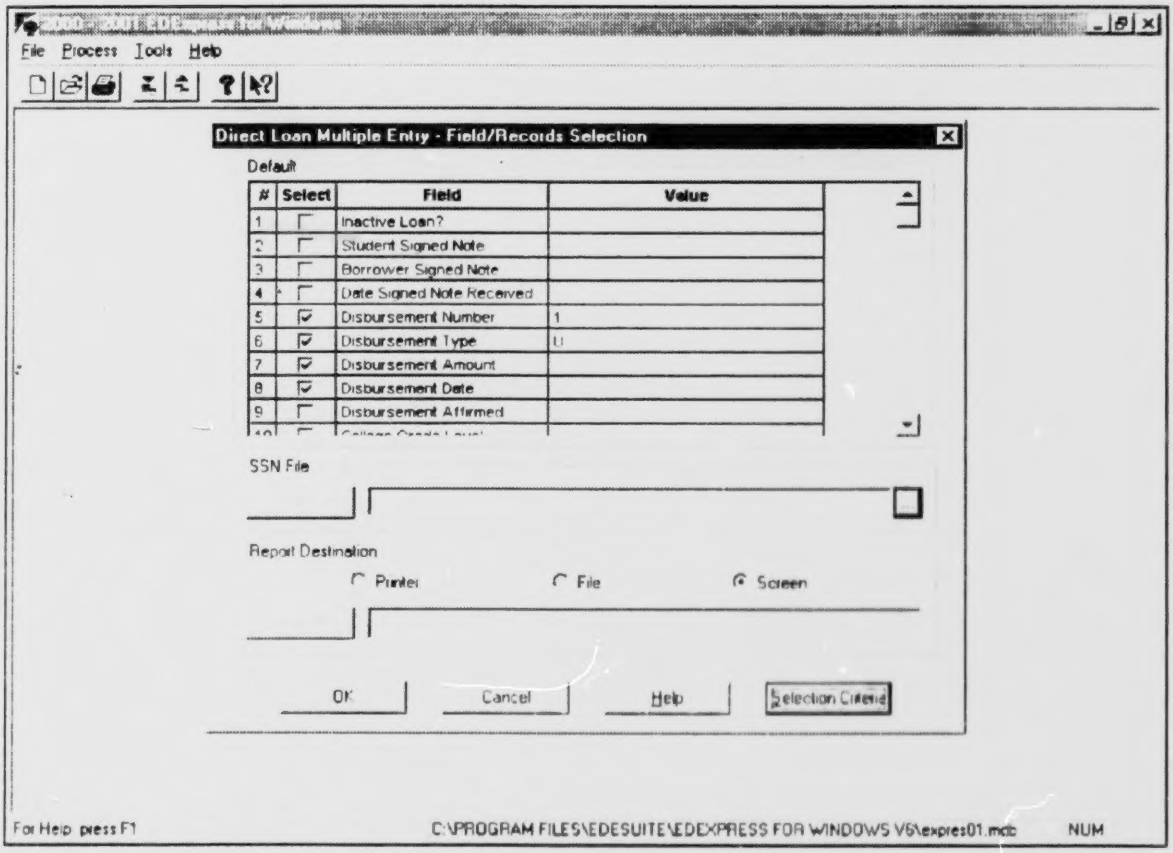
This parameter query allows you to access records from the database based on values that you specify. Please fill in values (parameters) for the following fields.

Field Name	Operator	Field Value	List Field Value
PROM NOTE STATUS	=	A	

For Help, press F1 C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb NUM

The Multiple Entry - Field/Records Selection window redisplays.

Click ***OK***


2000 - 2001 EDExpress for Windows
File Process Tools Help
Direct Loan Multiple Entry - Field/Records Selection
Default
SSN File
Report Destination
OK
Cancel
Help
Selection Criteria
For Help press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb
NUM

#	Select	Field	Value
1	☐	Inactive Loan?	
2	☐	Student Signed Note	
3	☐	Borrower Signed Note	
4	☐	Date Signed Note Received	
5	☑	Disbursement Number	1
6	☑	Disbursement Type	U
7	☑	Disbursement Amount	
8	☑	Disbursement Date	
9	☐	Disbursement Affirmed	

Report Destination: ○ Printer ○ File ● Screen

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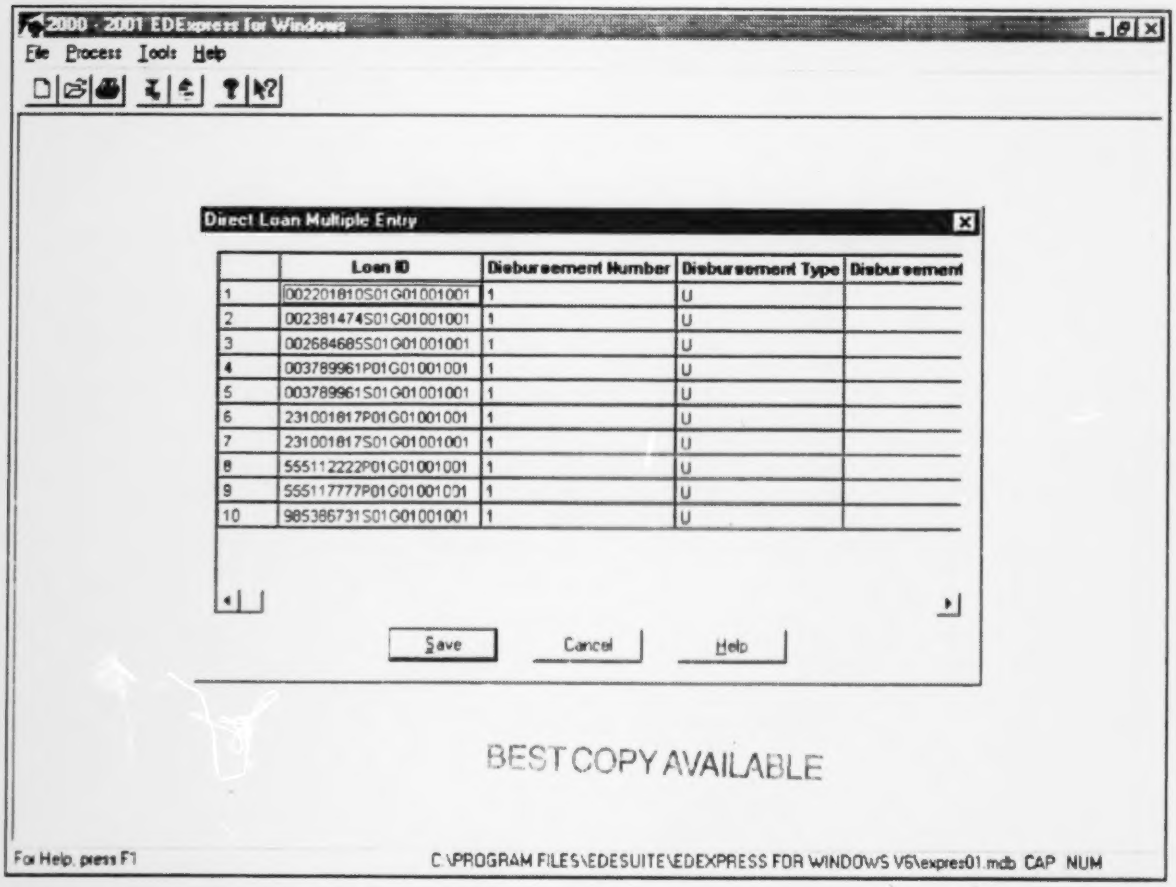
Records that match the selection criteria will be displayed

Review the records to be updated


2000 - 2001 EDExpress for Windows
File
Process
Tools
Help
Direct Loan Multiple Entry
Save
Cancel
Help

	Loan ID	Disbursement Number	Disbursement Type	Disbursement
1	002201810S01G01001001	1	U	
2	002381474S01G01001001	1	U	
3	002684685S01G01001001	1	U	
4	003789961P01G01001001	1	U	
5	003789961S01G01001001	1	U	
6	231001817P01G01001001	1	U	
7	231001817S01G01001001	1	U	
8	555112222P01G01001001	1	U	
9	555117777P01G01001001	1	U	
10	985386731S01G01001001	1	U	

For Help, press F1

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb CAP NUM

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Before saving these changes, you determine that changes need to be made to the data for loan Carl Carlson (Loan ID 002381474S01G01001001) in row 2. The actual disbursement date is one day later than the anticipated disbursement date.

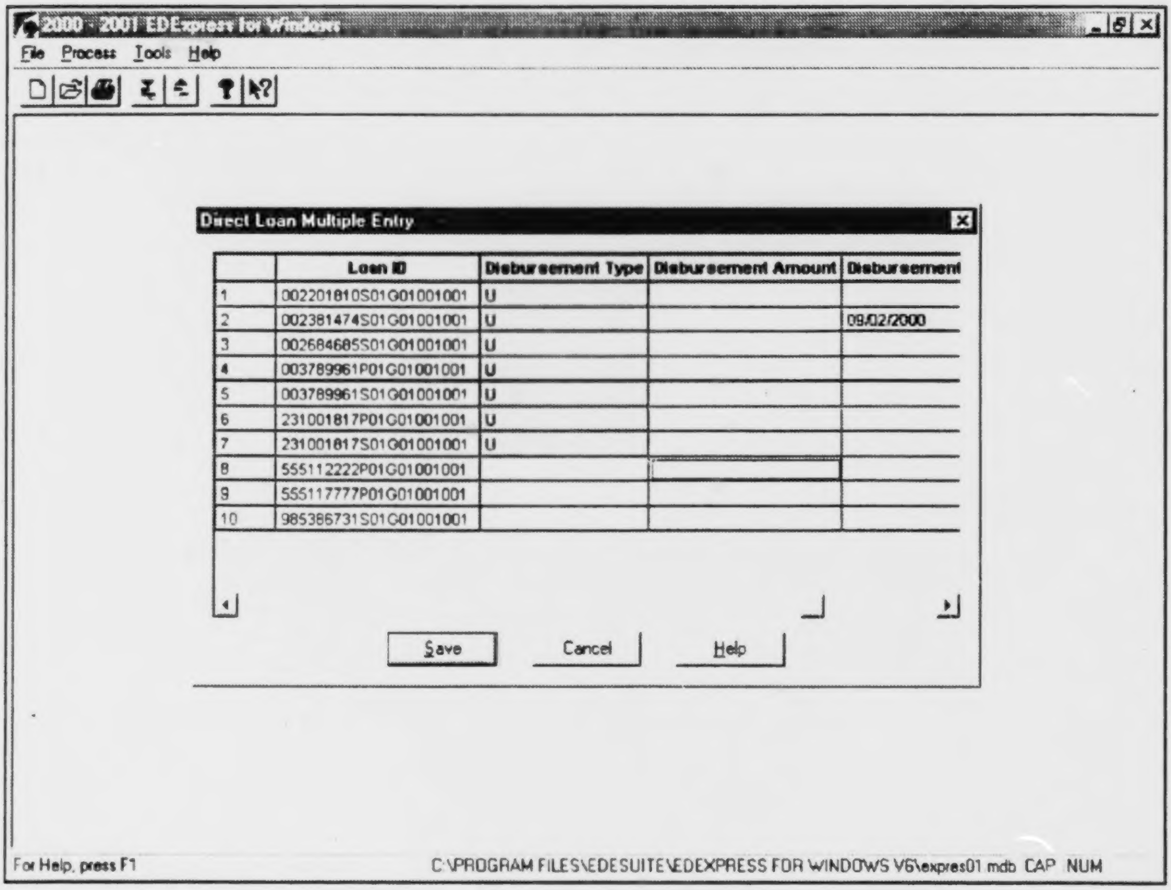
The disbursement for John Smith (Loan ID 985386731S01G01001001) has already been entered manually. The other two students have been suspended from aid. The data for all three records has been deleted.

Click the ***Disbursement Date*** *field in row 2*

Enter ***09022000*** *(09/02/2000)*

In rows 8-10 delete the values for ***Disbursement Number*** *and* ***Disbursement Type***

Click ***Save***


2000 - 2001 EDExpress for Windows
File
Process
Tools
Help
Direct Loan Multiple Entry
Save
Cancel
Help
For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb
CAP
NUM

	Loan ID	Disbursement Type	Disbursement Amount	Disbursement
1	002201810S01G01001001	U		
2	002381474S01G01001001	U		09/02/2000
3	002684685S01G01001001	U		
4	003789961P01G01001001	U		
5	003789961S01G01001001	U		
6	231001817P01G01001001	U		
7	231001817S01G01001001	U		
8	555112222P01G01001001			
9	555117777P01G01001001			
10	985386731S01G01001001			

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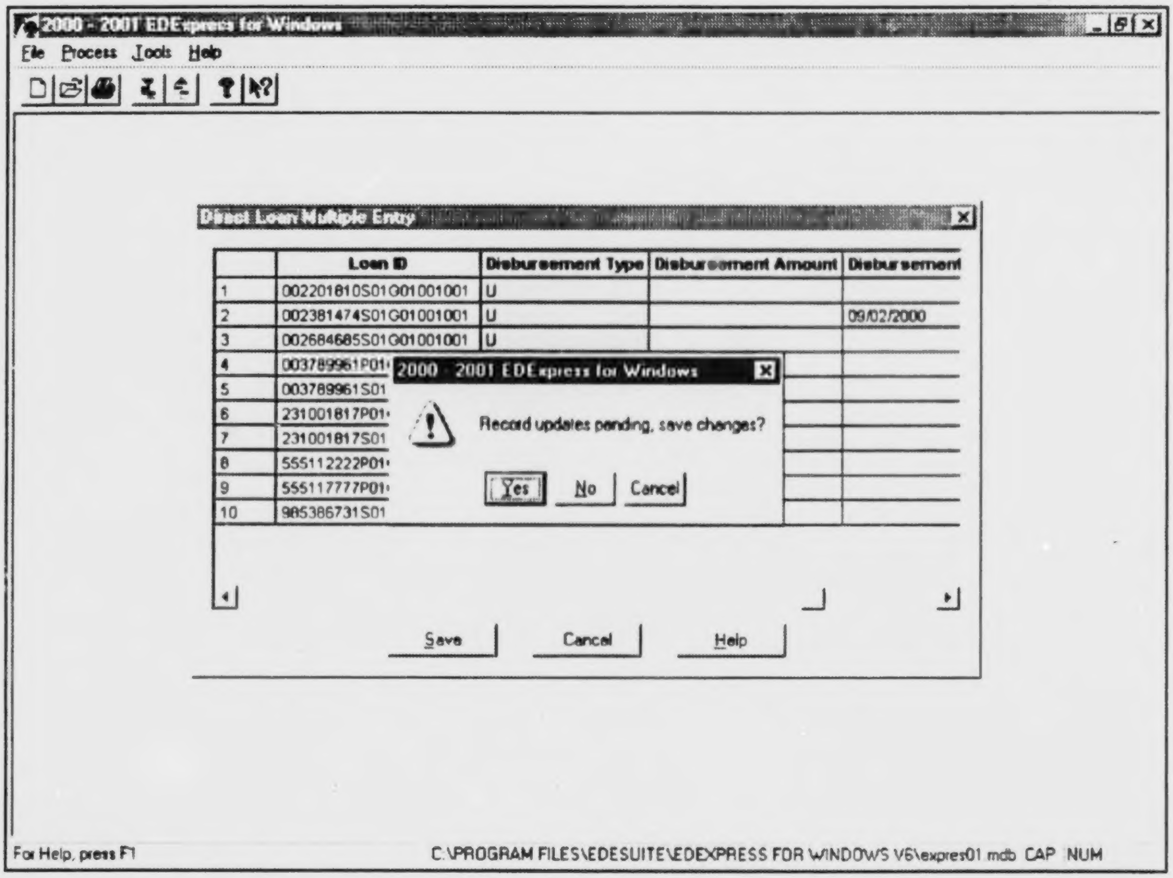
*Click **Yes** to Save the updates*

The dialog box displays to indicate that record updates are pending

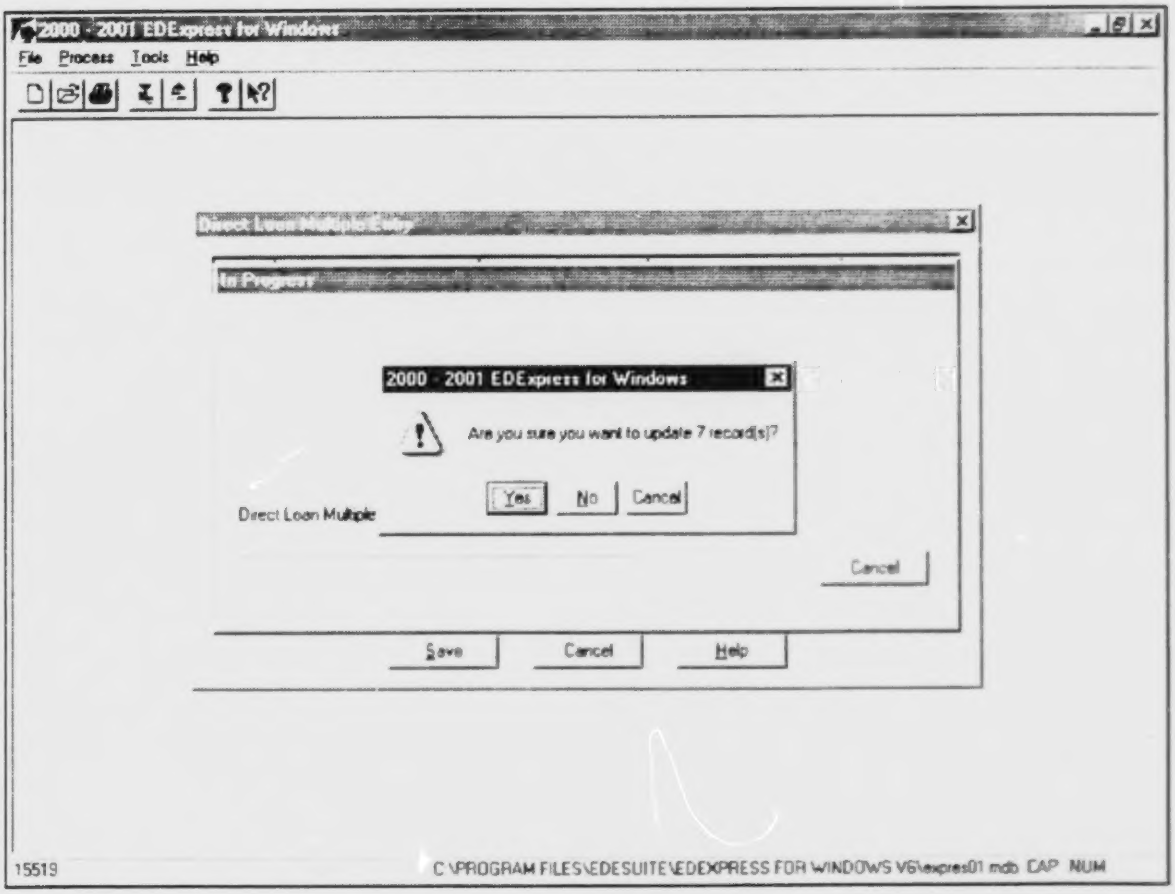

2000 - 2001 EDExpress for Windows
File Process Tools Help
Direct Loan Multiple Entry
Save
Cancel
Help
2000 - 2001 EDExpress for Windows
Yes
No
Cancel
For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb CAP NUM

	Loan ID	Disbursement Type	Disbursement Amount	Disbursement
1	002201810S01G01001001	U		
2	002381474S01G01001001	U		09/02/2000
3	002684685S01G01001001	U		
4	003789961P01			
5	003789961S01			
6	231001817P01			
7	231001817S01			
8	555112222P01			
9	555117777P01			
10	985386731S01			

Record updates pending, save changes?

Another dialog box displays to confirm that you want to update the records

*Click **Yes** to confirm the update*



2000 - 2001 EDExpress for Windows
File Process Tools Help
Direct Loan Multiple Entry
In Progress
2000 - 2001 EDExpress for Windows
Yes
No
Cancel
Direct Loan Multiple
Cancel
Save
Cancel
Help

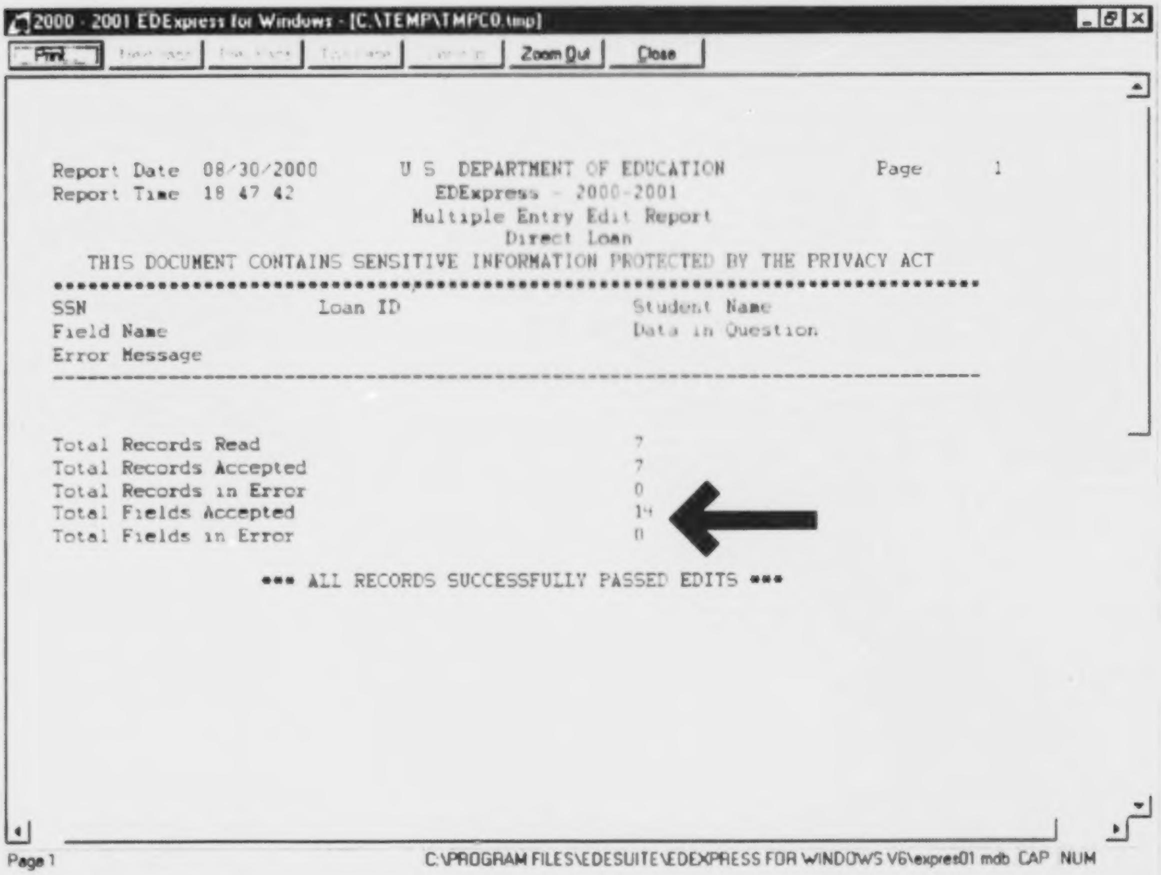
Are you sure you want to update 7 record[s]?

15519 C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb CAP NUM

*Click **Close** when you are finished viewing the report*

The Edit Report indicates that all the records were updated

Since two fields were updated for each record, the value in the Total Fields Accepted is 16


2000 - 2001 EDExpress for Windows - [C:\TEMP\TMPC0.tmp]
Print
Zoom Out
Close
Page 1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01 mdb CAP NUM

```
Report Date  08/30/2000       U S  DEPARTMENT OF EDUCATION           Page      1
Report Time  18 47 42            EDExpress - 2000-2001
                                Multiple Entry Edit Report
                                       Direct Loan
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*****************************************************************************
SSN                    Loan ID                    Student Name
Field Name                                        Data in Question
Error Message
-----------------------------------------------------------------------------


Total Records Read                                7
Total Records Accepted                            7
Total Records in Error                            0
Total Fields Accepted                             16
Total Fields in Error                             0

                 *** ALL RECORDS SUCCESSFULLY PASSED EDITS ***
```

Lesson 1 Exercise

Short Answer:

1. List the three types of disbursement records

2. List and briefly describe the two new disbursement acknowledgements that will be generated by the LOC and sent to the schools for 2000-2001

3. What are the three ways to record an actual disbursement in EDExpress?

4. Starting with academic year 2000-2001, how many disbursements can be processed on a Stafford loan? On a PLUS loan?

5. Can a second, third, or fourth disbursement be recorded if no action has been taken on disbursement number 1?

6. The sum of all disbursement amounts may not be greater than the ________ ____________ ________________ for Stafford or the ________ __________ __________ for PLUS

Lesson 1 Exercise, continued

Matching:

Match the following disbursement types to the appropriate description

Adjusted Disbursement Date (Q)	A	The new gross amount after the adjustment has been applied
Adjusted Net Amount (J)	B	The amount including the loan fee
Gross Amount (G)	C	The date is the new disbursement date for the associated disbursement
Use Anticipated Information (U)	D	The new net amount after the adjustment has been applied
Adjusted Gross Amount (A)	E	The amount not including the loan fee
Net Amount (N)	F	Indicates you want EDExpress to apply the amounts that appear in the anticipated disbursement field This is saved to the database as a G type action taken

True or False:

_____ To disburse funds a school must have a signed, complete promissory note from the borrower

_____ Schools do not have to verify if a student maintains eligibility for the loan

_____ When a school credits Direct Loan funds to a student account, they must notify the student or parent of the date and amount of the disbursement

_____ The earliest date that a school may report as a disbursement date is ten days before the first day of classes of a payment period

_____ An Option 1 Origination school receives the Actual Disbursement Roster 1 day prior to the anticipated disbursement date

Lesson 1 Exercise, continued

1 Change your system date to 9/01/2000

2 Process the following actual disbursements using single entry Use the anticipated disbursement information for each student Be sure to save the updates

Wayon Newton	**444-11-8822**
Sylvester Warner	**444-11-9922**

Step	Action
1	Open the disbursement record by clicking on the **Disburse** tab on the student's record
2	Under the Action field, select **Disbursement 1**
3	Select Disbursement Type U This tells EDEXpress to use the anticipated disbursement information
4	Click **Add** EDExpress will automatically fill the disbursement with the data from anticipated disbursement #1
5	Click on the **Save** icon on the toolbar

3 Your FAO has asked you to use the Multiple Entry function to process numerous disbursements She wants you to use selection criteria and disburse only those that have a promissory note status of A and no previous disbursements (Actual Disbursement Status is blank) You will need to create a new query to accomplish this task

The steps to complete the function are outlined below

Step	Action
1	Select **Process/Multiple Entry.../Direct Loan** from the main menu bar
2	Click the **disbursement number** checkbox
3	Click the **value field** and select **disbursement number 1** and action type **U**
4	Click on **Screen** as the output destination
5	Click **Selection Criteria**
6	Click the Query Title **ellipsis** button
7	Select your new query from the list of queries
8	Click **OK**
9	Click **Close**
10	The Field/Records Selection window re-displays Click **OK**
11	On the Direct Loan Multiple Entry window, review the records to be updated
12	When satisfied, click **Save**
13	Click **Yes** to save the updates
14	Click **Yes** to confirm the update
15	Click **Close** when you are finished viewing the report

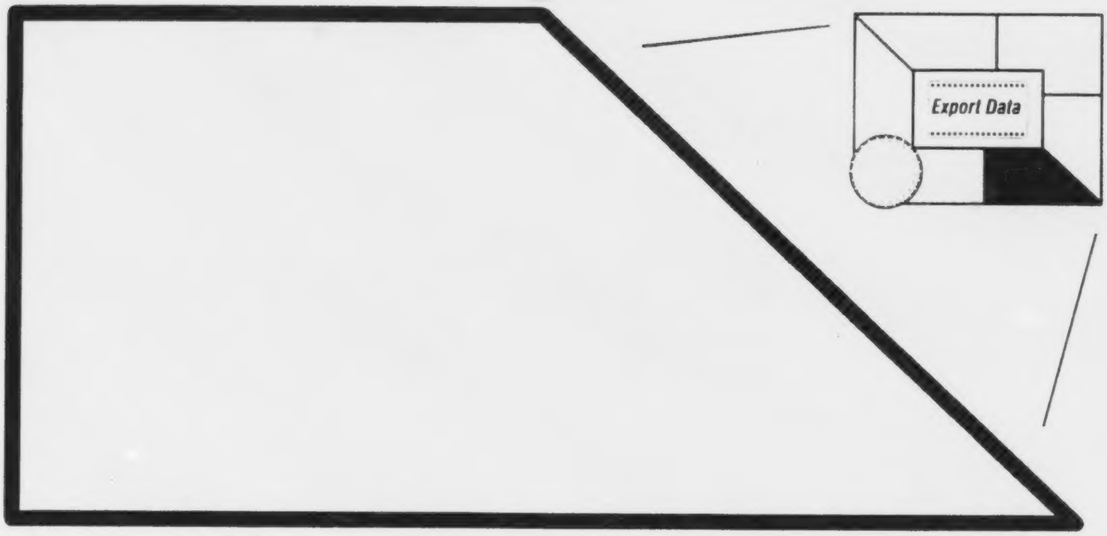
How many PLUS disbursements are being updated by the multiple entry?

Lesson 2 - Export Records

Objectives

At the end of this lesson you should be able to

1. Use the Export function to create a batch of disbursement records



Exporting Disbursement Records

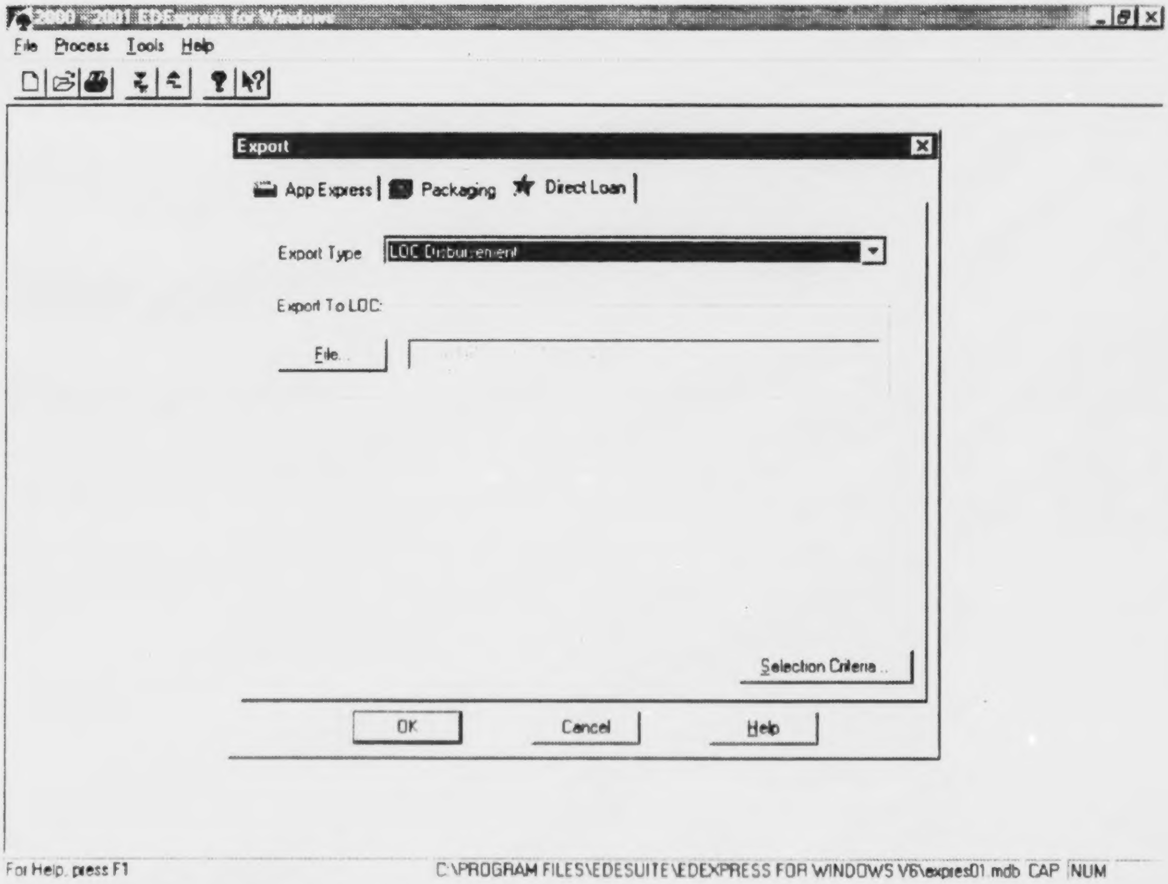
Once you have entered actual disbursement records, you must export the data and send the file to the LOC. Similar to the export origination process, EDExpress will include all actual disbursement records with a Ready (R) status.

*Select **File/Export** from the menu or click the **Export** icon*

*Click the **Direct Loan** tab*

*Select **LOC Disbursement** as the Export Type*

*Click **OK***

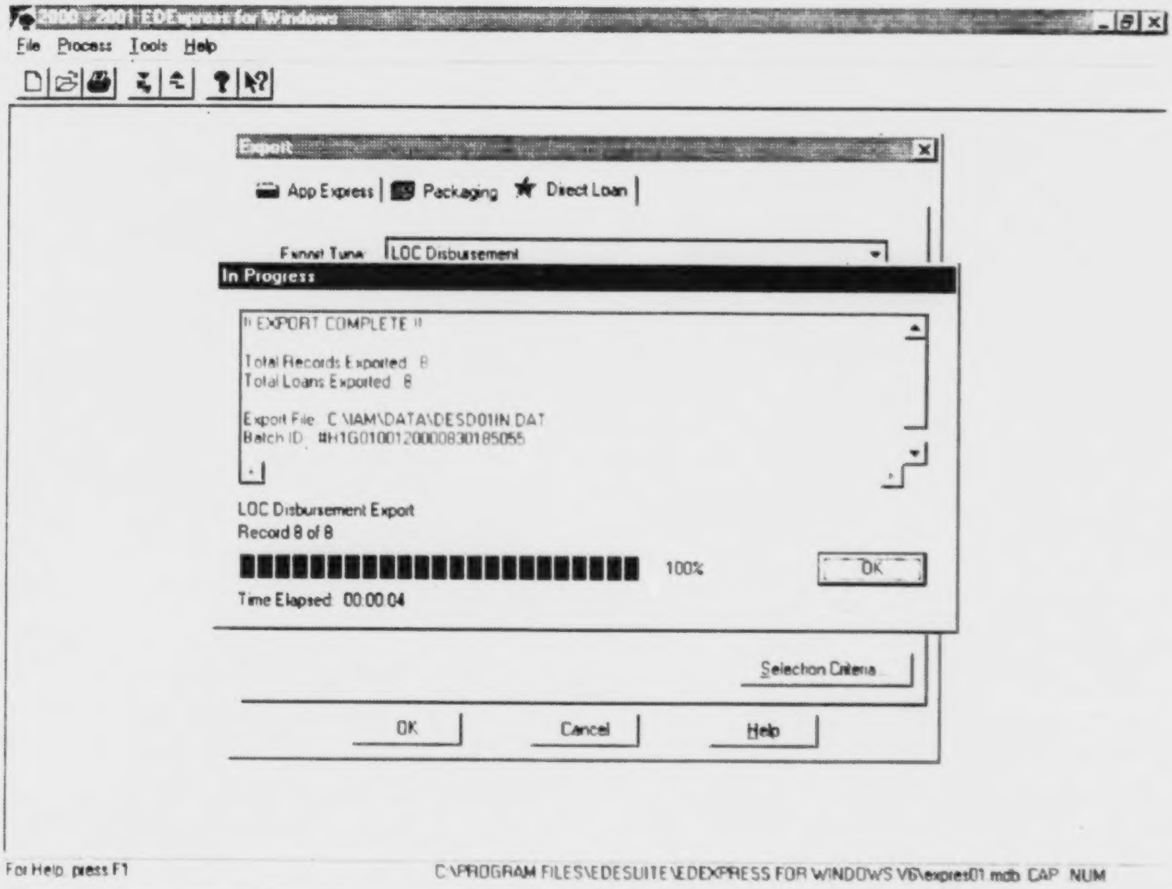

2000 - 2001 EDExpress for Windows
File Process Tools Help
Export
App Express
Packaging
Direct Loan
Export To LOC:
File...
Selection Criteria...
OK
Cancel
Help
For Help, press F1

Export Type: LOC Disbursement

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb CAP NUM

Scroll down to see the batch ID assigned to the export

Reminder: It is recommended that you record the batch ID and file name in your EDconn32 transmission log.



2000 - 2001 EDExpress for Windows
File
Process
Tools
Help
Export
App Express
Packaging
Direct Loan
In Progress
OK
Selection Criteria...
OK
Cancel
Help
For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb CAP NUM

Format Type: LOC Disbursement

```
!! EXPORT COMPLETE !!

Total Records Exported: 8
Total Loans Exported: 8

Export File: C:\IAM\DATA\DESD01IN.DAT
Batch ID: #H1G0100120000830185055
```

LOC Disbursement Export
Record 8 of 8
100%
Time Elapsed: 00:00:04

Lesson 2 Exercise

1 What must the status be on a disbursement record to be included in an export?

2 Export the disbursement records you have processed by using the following steps

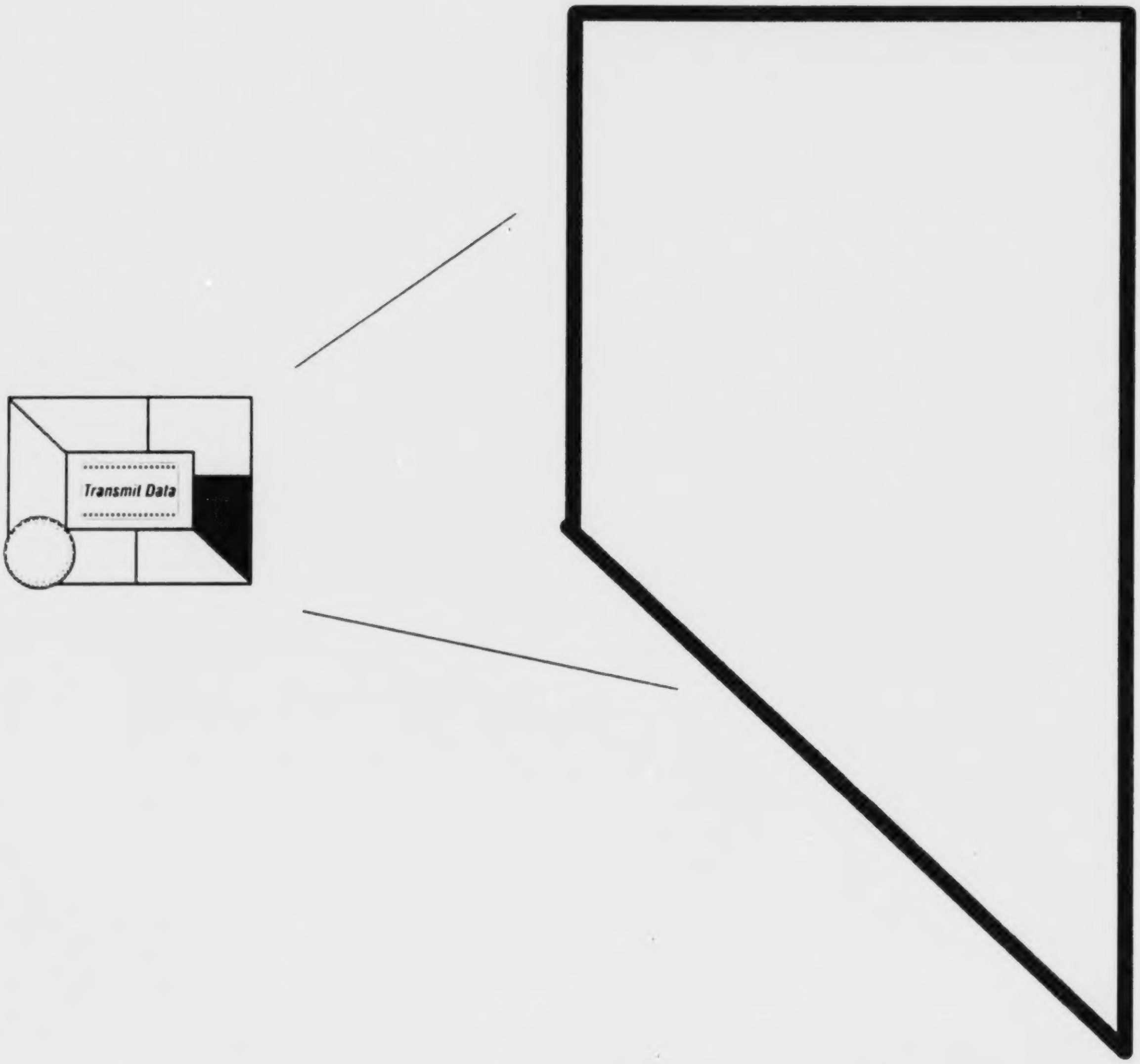
Step	Action
1	Select **File/Export** from the menu or click the Export icon
2	Click the **Direct Loan** tab
3	Select **LOC Disbursement** as the Export Type
4	Click **OK**

Lesson 3 – Transmit Data

Objectives

At the end of this lesson you should be able to

1. Print your Activity Log in EDconn32 and use it as your Processing Log



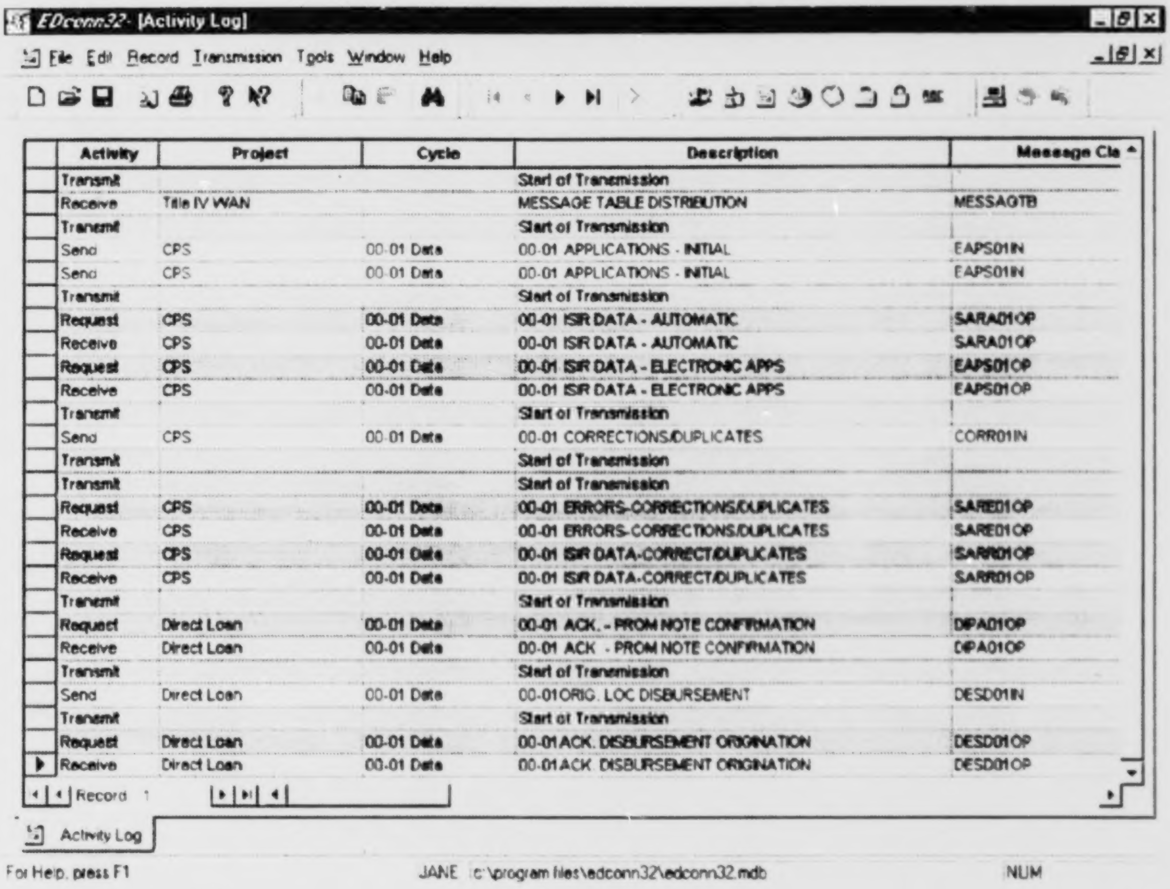
Review the Activity Log

At the conclusion of each transmission, the results of what happened to each batch in the transmission are stored in the Activity Log. Each row in the log represents a different transmission activity. All of the information about the transaction is stored including:

- Project
- Cycle Year
- Description
- Message Class
- Filename
- Mailbox
- Item Number
- User ID
- Add ID, Date and Time

To view the Activity Log, click the ***Activity Log*** *icon on the toolbar.*

Click the horizontal and vertical scroll bars to view more information.



Activity	Project	Cycle	Description	Message Cla
Transmit			Start of Transmission	
Receive	Title IV WAN		MESSAGE TABLE DISTRIBUTION	MESSAGTB
Transmit			Start of Transmission	
Send	CPS	00-01 Data	00-01 APPLICATIONS - INITIAL	EAPS01IN
Send	CPS	00-01 Data	00-01 APPLICATIONS - INITIAL	EAPS01IN
Transmit			Start of Transmission	
Request	CPS	00-01 Data	00-01 ISIR DATA - AUTOMATIC	SARA01OP
Receive	CPS	00-01 Data	00-01 ISIR DATA - AUTOMATIC	SARA01OP
Request	CPS	00-01 Data	00-01 ISIR DATA - ELECTRONIC APPS	EAPS01OP
Receive	CPS	00-01 Data	00-01 ISIR DATA - ELECTRONIC APPS	EAPS01OP
Transmit			Start of Transmission	
Send	CPS	00-01 Data	00-01 CORRECTIONS/DUPLICATES	CORR01IN
Transmit			Start of Transmission	
Transmit			Start of Transmission	
Request	CPS	00-01 Data	00-01 ERRORS-CORRECTIONS/DUPLICATES	SARE01OP
Receive	CPS	00-01 Data	00-01 ERRORS-CORRECTIONS/DUPLICATES	SARE01OP
Request	CPS	00-01 Data	00-01 ISIR DATA-CORRECT/DUPLICATES	SARR01OP
Receive	CPS	00-01 Data	00-01 ISIR DATA-CORRECT/DUPLICATES	SARR01OP
Transmit			Start of Transmission	
Request	Direct Loan	00-01 Data	00-01 ACK. - PROM NOTE CONFIRMATION	DPA01OP
Receive	Direct Loan	00-01 Data	00-01 ACK. - PROM NOTE CONFIRMATION	DPA01OP
Transmit			Start of Transmission	
Send	Direct Loan	00-01 Data	00-01 ORIG. LOC DISBURSEMENT	DESD01IN
Transmit			Start of Transmission	
Request	Direct Loan	00-01 Data	00-01 ACK. DISBURSEMENT ORIGINATION	DESD01OP
▶ Receive	Direct Loan	00-01 Data	00-01 ACK. DISBURSEMENT ORIGINATION	DESD01OP

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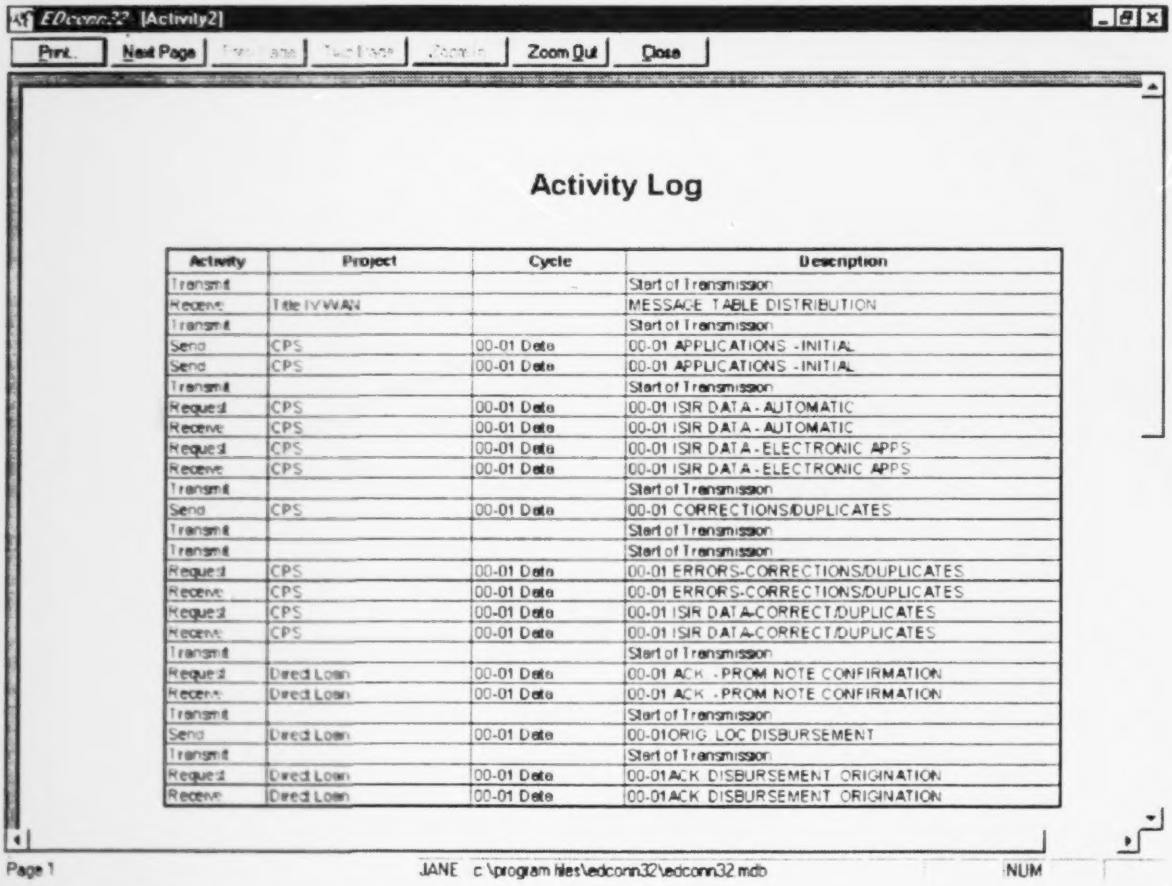
Print the Activity Log

*Select **File/Print Preview** from the menu*

One alternative to keeping a manual data processing log is to use the information stored in the Activity Log. EDconn32 stores all of the information you need. You can easily print or export the information for future reference. In this example we will print a copy of the Activity Log.



Activity Log

Activity	Project	Cycle	Description
Transmit			Start of Transmission
Receive	Title IV WAN		MESSAGE TABLE DISTRIBUTION
Transmit			Start of Transmission
Send	CPS	00-01 Data	00-01 APPLICATIONS - INITIAL
Send	CPS	00-01 Data	00-01 APPLICATIONS - INITIAL
Transmit			Start of Transmission
Request	CPS	00-01 Data	00-01 ISIR DATA - AUTOMATIC
Receive	CPS	00-01 Data	00-01 ISIR DATA - AUTOMATIC
Request	CPS	00-01 Data	00-01 ISIR DATA - ELECTRONIC APPS
Receive	CPS	00-01 Data	00-01 ISIR DATA - ELECTRONIC APPS
Transmit			Start of Transmission
Send	CPS	00-01 Data	00-01 CORRECTIONS/DUPLICATES
Transmit			Start of Transmission
Transmit			Start of Transmission
Request	CPS	00-01 Data	00-01 ERRORS-CORRECTIONS/DUPLICATES
Receive	CPS	00-01 Data	00-01 ERRORS-CORRECTIONS/DUPLICATES
Request	CPS	00-01 Data	00-01 ISIR DATA-CORRECT/DUPLICATES
Receive	CPS	00-01 Data	00-01 ISIR DATA-CORRECT/DUPLICATES
Transmit			Start of Transmission
Request	Direct Loan	00-01 Data	00-01 ACK - PROM NOTE CONFIRMATION
Receive	Direct Loan	00-01 Data	00-01 ACK - PROM NOTE CONFIRMATION
Transmit			Start of Transmission
Send	Direct Loan	00-01 Data	00-01ORIG LOC DISBURSEMENT
Transmit			Start of Transmission
Request	Direct Loan	00-01 Data	00-01ACK DISBURSEMENT ORIGINATION
Receive	Direct Loan	00-01 Data	00-01ACK DISBURSEMENT ORIGINATION

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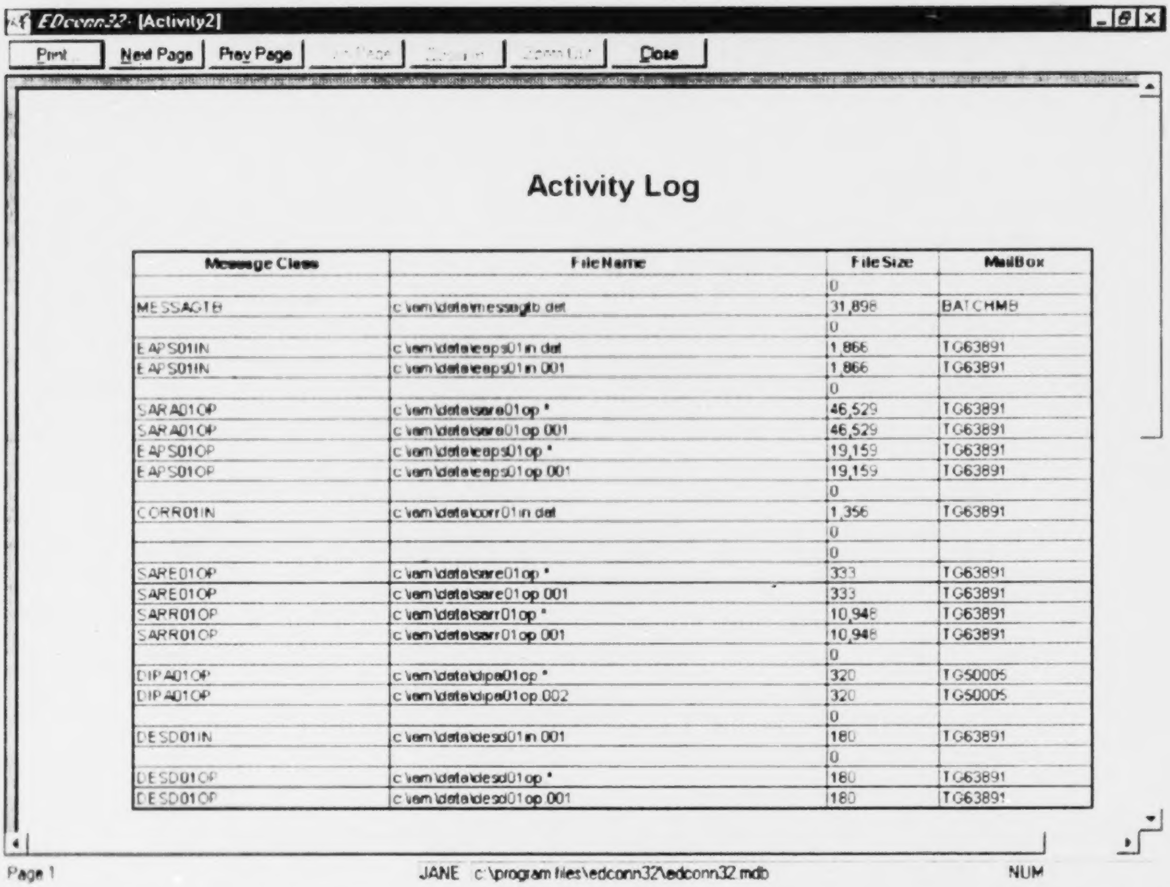
The information appears exactly as on the screen. Since the information is stored in a wide landscape table, the print output will take several pages to include all columns.

*Click the **Next Page** button to view more*



Activity Log

Message Class	File Name	File Size	MailBox
		0	
MESSAGTB	c:\tem\data\messagtb.dat	31,898	BATCHMB
		0	
EAPS01IN	c:\tem\data\eaps01in.dat	1,866	TG63891
EAPS01IN	c:\tem\data\eaps01in.001	1,866	TG63891
		0	
SARA01OP	c:\tem\data\sara01op.*	46,529	TG63891
SARA01OP	c:\tem\data\sara01op.001	46,529	TG63891
EAPS01OP	c:\tem\data\eaps01op.*	19,159	TG63891
EAPS01OP	c:\tem\data\eaps01op.001	19,159	TG63891
		0	
CORR01IN	c:\tem\data\corr01in.dat	1,356	TG63891
		0	
		0	
SARE01OP	c:\tem\data\sare01op.*	333	TG63891
SARE01OP	c:\tem\data\sare01op.001	333	TG63891
SARR01OP	c:\tem\data\sarr01op.*	10,948	TG63891
SARR01OP	c:\tem\data\sarr01op.001	10,948	TG63891
		0	
DIPA01OP	c:\tem\data\dipa01op.*	320	TG50005
DIPA01OP	c:\tem\data\dipa01op.002	320	TG50005
		0	
DESD01IN	c:\tem\data\desd01in.001	180	TG63891
		0	
DESD01OP	c:\tem\data\desd01op.*	180	TG63891
DESD01OP	c:\tem\data\desd01op.001	180	TG63891

JANE c:\program files\edconn32\edconn32.mdb

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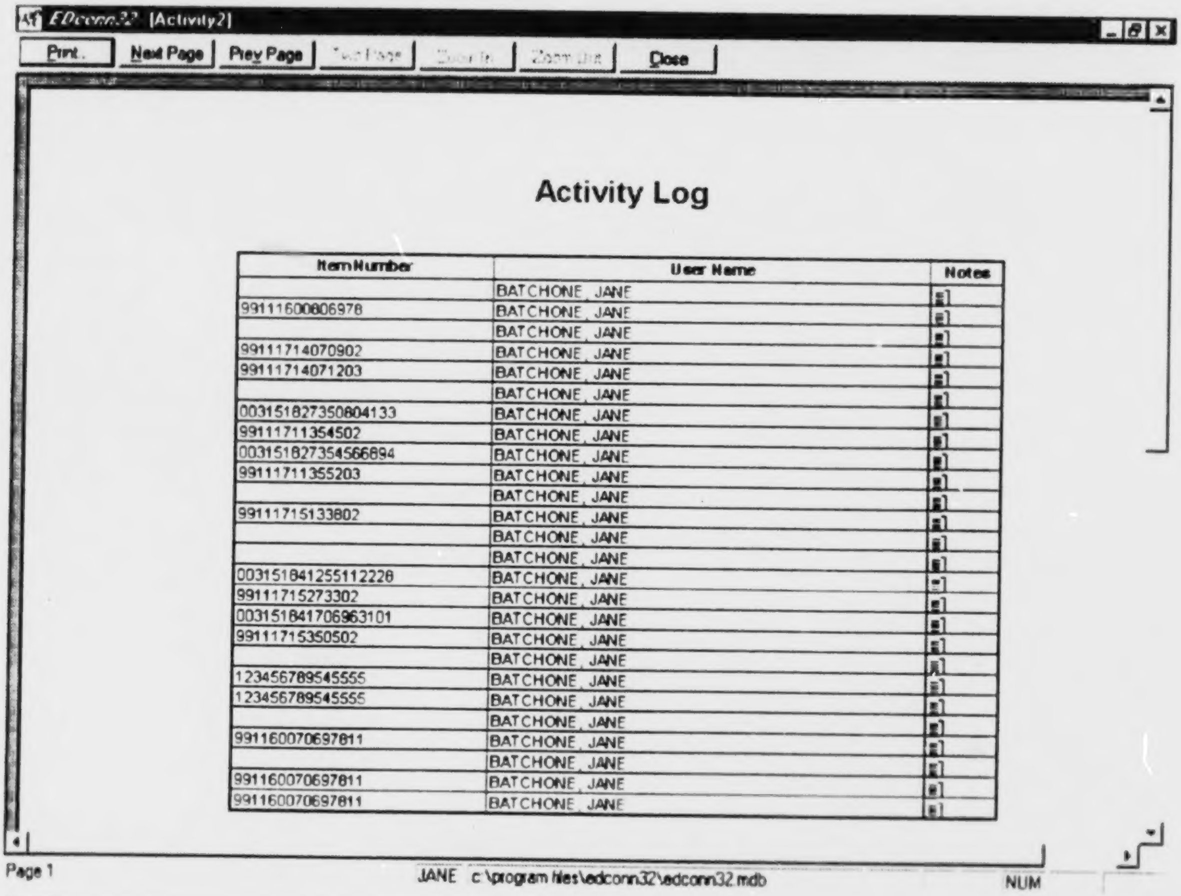
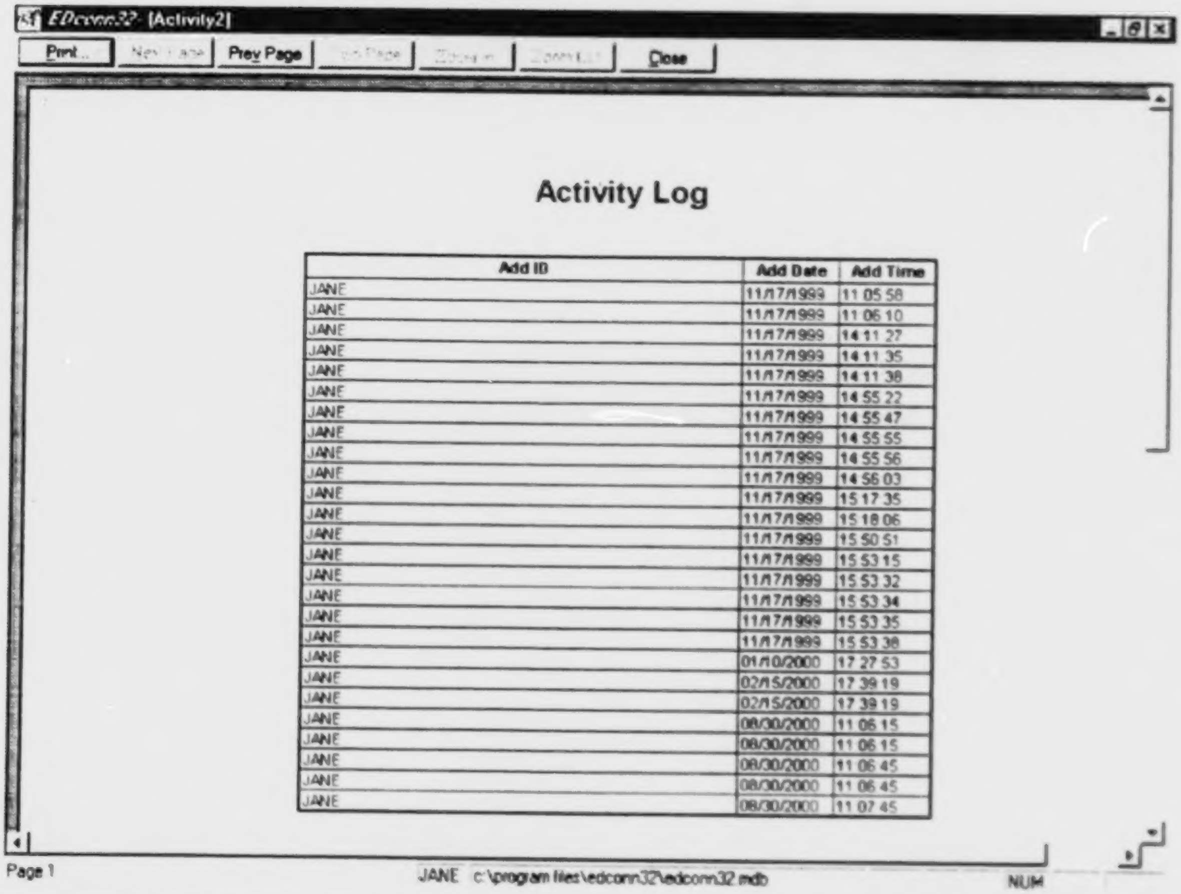
*Click the **Next Page** button to view more*


EDconn32 - [Activity2]
Print...
Next Page
Prev Page
First Page
Zoom In
Zoom Out
Close
Page 1
JANE
c:\program files\edconn32\edconn32.mdb
NUM

Activity Log

Item Number	User Name	Notes
	BATCHONE, JANE	▤
99111600806978	BATCHONE, JANE	▤
	BATCHONE, JANE	▤
99111714070902	BATCHONE, JANE	▤
99111714071203	BATCHONE, JANE	▤
	BATCHONE, JANE	▤
003151827350804133	BATCHONE, JANE	▤
99111711354502	BATCHONE, JANE	▤
003151827354566894	BATCHONE, JANE	▤
99111711355203	BATCHONE, JANE	▤
	BATCHONE, JANE	▤
99111715133802	BATCHONE, JANE	▤
	BATCHONE, JANE	▤
	BATCHONE, JANE	▤
003151841255112228	BATCHONE, JANE	▤
99111715273302	BATCHONE, JANE	▤
003151841706963101	BATCHONE, JANE	▤
99111715350502	BATCHONE, JANE	▤
	BATCHONE, JANE	▤
123456789545555	BATCHONE, JANE	▤
123456789545555	BATCHONE, JANE	▤
	BATCHONE, JANE	▤
991160070697811	BATCHONE, JANE	▤
	BATCHONE, JANE	▤
991160070697811	BATCHONE, JANE	▤
991160070697811	BATCHONE, JANE	▤

*Click the **Next Page** button to view more*

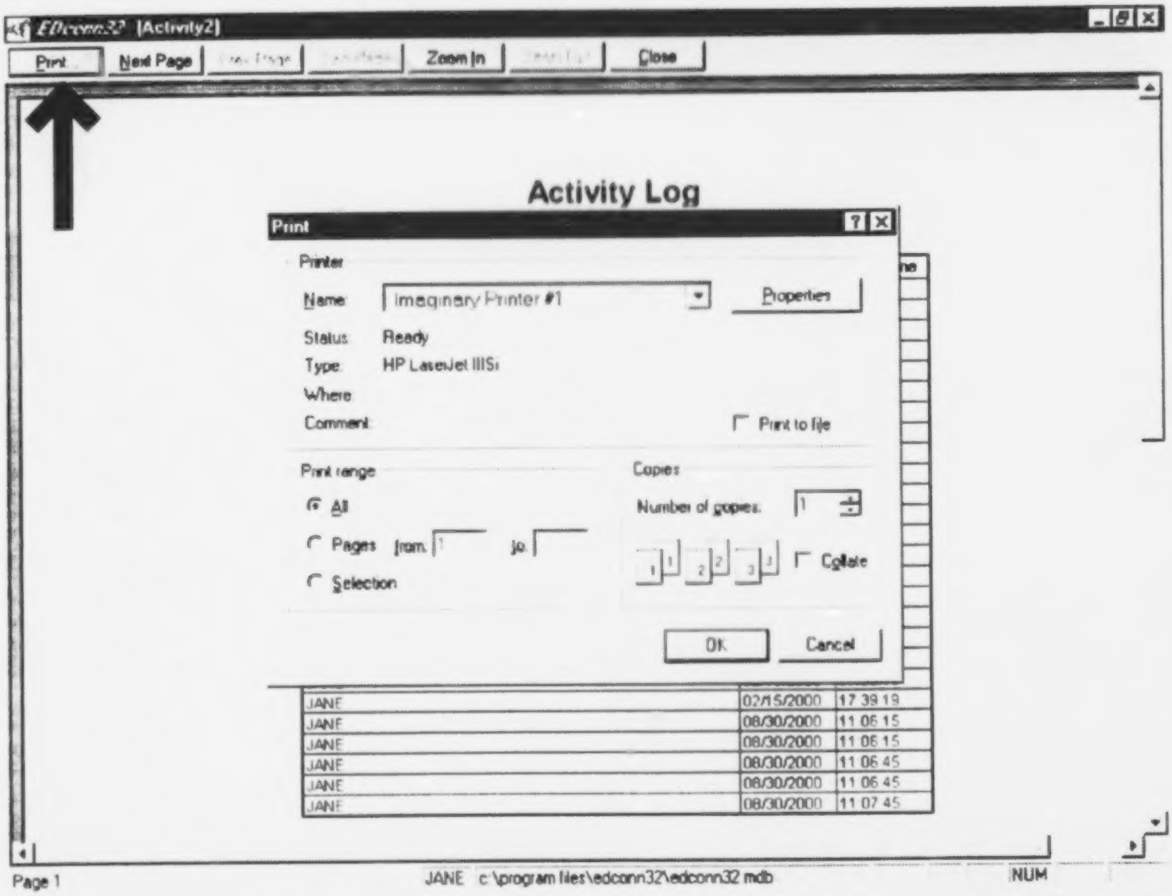

EDconn32 - [Activity2]
Print...
Prev Page
Close
Page 1
JANE
c:\program files\edconn32\edconn32.mdb
NUM

Activity Log

Add ID	Add Date	Add Time
JANE	11/17/1999	11 05 58
JANE	11/17/1999	11 06 10
JANE	11/17/1999	14 11 27
JANE	11/17/1999	14 11 35
JANE	11/17/1999	14 11 38
JANE	11/17/1999	14 55 22
JANE	11/17/1999	14 55 47
JANE	11/17/1999	14 55 55
JANE	11/17/1999	14 55 56
JANE	11/17/1999	14 56 03
JANE	11/17/1999	15 17 35
JANE	11/17/1999	15 18 06
JANE	11/17/1999	15 50 51
JANE	11/17/1999	15 53 15
JANE	11/17/1999	15 53 32
JANE	11/17/1999	15 53 34
JANE	11/17/1999	15 53 35
JANE	11/17/1999	15 53 38
JANE	01/10/2000	17 27 53
JANE	02/15/2000	17 39 19
JANE	02/15/2000	17 39 19
JANE	08/30/2000	11 06 15
JANE	08/30/2000	11 06 15
JANE	08/30/2000	11 06 45
JANE	08/30/2000	11 06 45
JANE	08/30/2000	11 07 45

This is the last page

Click the ***Print*** *button to print the report*


EDconn32 [Activity2]
Print...
Next Page
Prev Page
Zoom In
Close
Print
Printer
Properties
Print to file
Print range
Copies
Collate
OK
Cancel
Page 1
NUM

Activity Log

Name: Imaginary Printer #1
Status: Ready
Type: HP LaserJet IIISi
Where:
Comment:

Print range: ● All ○ Pages from: 1 to: ○ Selection

Number of copies: 1 ☐ Collate

☐ Print to file

JANE	02/15/2000	17 39 19
JANE	08/30/2000	11 06 15
JANE	08/30/2000	11 06 15
JANE	08/30/2000	11 06 45
JANE	08/30/2000	11 06 45
JANE	08/30/2000	11 07 45

JANE c:\program files\edconn32\edconn32.mdb

Lesson 3 Exercise

Scenario:

Today is Monday. Just to make sure that you have retrieved all of the batches from your mailbox, you need to send a request for all Direct Loan data for 2000-2001. Another counselor in the office thinks that a batch of disbursements may be missing, since he created a record a week ago that no acknowledgement has been received for. To satisfy his request, you need to print a copy of the Activity Log. You will be using a simulation of EDconn32 to complete this task.

Instructions:

1. Open and log in to EDconn32.

Step	Action
1	From the taskbar, click **Start/Programs**. Then **EDconn32 (Unit 5, Lesson 3 - DL)**.
2	Type the User ID **Jane** and press the **Tab** key.
3	Type the Password **Jane123**.
4	Click **OK**.
5	Click **OK** to close the Tip of the Day.

2. Open the Activity Log using the toolbar button.
3. Review the Activity Log.
4. Record your activity in the Transmission Processing Log.
5. Print the Activity Log.

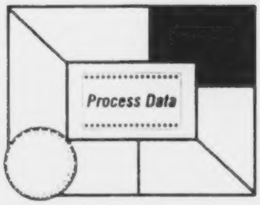
Step	Action
1	Print a copy of the Activity Log. Select **File/Print Preview** to review the print report.
2	Click the **Zoom In** button two times to view the report.
3	Click the **Next Page** button to view all the pages.
4	Click the **Print** button to send the report to the printer.
5	Click **OK** two times to clear the print boxes.

Lesson 4 – Process Data

Objectives

At the end of this lesson you should be able to

1. Understand how the LOC handles submitted data



Loan Origination Center Response and Actions

The LOC receives and processes the disbursement records sent by the school. Actual Disbursement, Actual Disbursement Adjustment, and Adjustment to Actual Disbursement Date are disbursement transactions considered to be unique disbursement records. They all must be exported and transmitted to the LOC.

The LOC matches first and subsequent disbursements against the specific loan record for the borrower previously established in the LOC database. Each disbursement record is matched to a borrower/loan origination record and edited against other data such as loan amount and borrower status. The LOC edits and validates electronic disbursement records within one business day.

If the disbursement records are accepted by the LOC, the loan will be booked if the LOC also has an accepted loan origination record and accepted promissory note. If the disbursement record does not pass the edits, it is rejected and the school must resolve the error and resubmit the record.

NEW!

The LOC generates a Disbursement Acknowledgement Booking Notification, batch type #B, which notifies you that an actual disbursement or adjustment is booked and the date the transactions booked. The new disbursement activity of "L" indicates a booked disbursement. The new disbursement activity of "M" indicates a booked adjustment. Booked disbursements and adjustments will be included on the Direct Loan School Account Statement as booked.

Note: This Booking Notification is generated by the LOC and does not have batch integrity.

Direct Loan Servicer Actions

After a disbursement record is accepted and booked by servicing, the Direct Loan Servicer produces a Disbursement Notification letter, within three business days from the date the DLSC received the initial booking transaction, to notify the borrower of the disbursement and to re-disclose the terms of the loan. Each adjustment will initiate additional disbursement notifications.

The borrower is provided with a contact name and the toll-free number for the Direct Loan Servicer for information on the borrower's loan. Schools are required to notify the borrower of each disbursement in accordance with Section 668.165 of the General Provisions Cash Management regulations.

After the borrower receives the notification from the Direct Loan Servicer, the borrower may contact the school or their servicer with any questions or concerns.

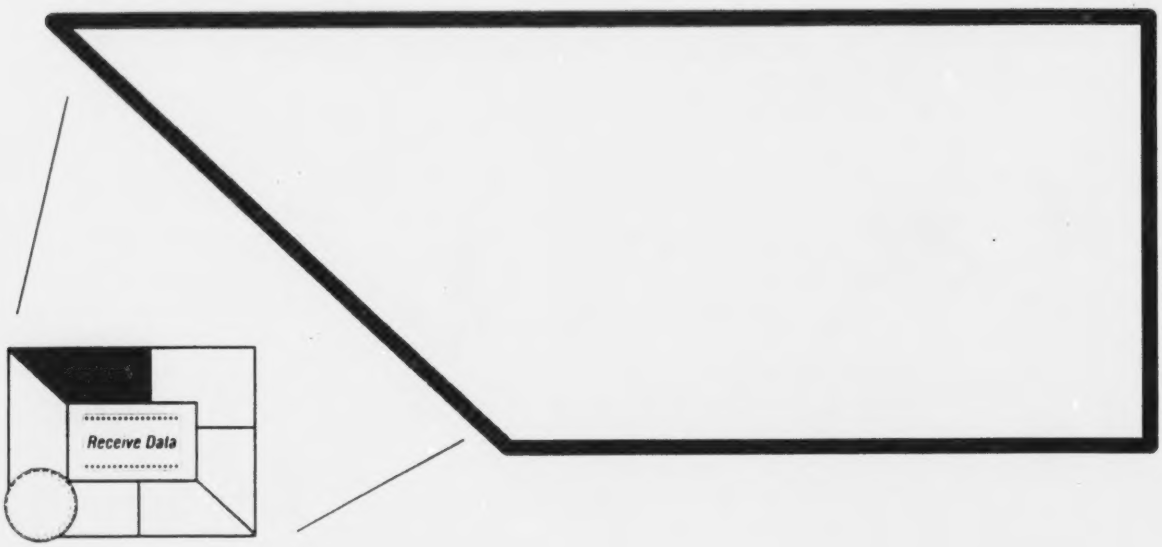
NEW ***An ED initiated report Disbursement Not Yet Booked at Servicing (ED14010P) provides an exception list of any disbursement transactions that book at the LOC but are not yet booked by Servicing.***

Lesson 5 – Receive Data

Objectives

At the end of this lesson you should be able to

1. Identify the steps needed to complete the process for each type of data



Finish What You Start

A cycle is not complete until you finish its last activity. The last activity is usually importing an acknowledgement. Your school may require more steps to complete a cycle. The key is to complete each activity in the cycle.

At this point you must retrieve the processed disbursement acknowledgements from your network. How is this accomplished?

Use ____________________ to send a ____________________ to the network.

Remember to record all transactions in your processing log.

The following charts represent five basic Direct Loan processing cycles. Each illustrates the conceptual processes that are required to complete the cycle.

Full Origination	
Start	**Finish**
• Export Full Origination Record • Origination. Status = **B** • Create Batch ID (**#D**) in Batch Activity Database • Transmit Message Class (DESF, DEPF) with communications interface	• Receive DISF, DIPF in communications interface • Import Full Summary Acknowledgement • Origination. Status = **A** or **E** • **#D** Batch is confirmed

Note: Rejected records have a status flag of E. Only records with status flag A are considered complete.

Changes	
Start	**Finish**
• Export Changes • Create Batch ID **#E** • Transmit Message Class (DESC) with EDconn32	• Receive DIOC with EDconn32 • Import Change Acknowledgements • Change is accepted or rejected • **#E** Batch is confirmed

Promissory Notes	
Start	**Finish**
• Print Paper Shipping Manifest • Promissory Note Status = **S** • Create Batch ID **#A** • Mail promissory notes to LOC	• Receive DIPA with EDconn32 • Import promissory note confirmation • Promissory Note Status = **A** • **#A** Batch is confirmed

Actual Disbursements and Adjustments to Actual Disbursements	
Start	**Finish**
• Export Disbursement • Disbursement Status = **B** • Create Batch ID **#H** • Transmit DESD with EDconn32	• Receive DIOD with EDconn32 • Import Disbursement Acknowledgements • Disbursement Status = **A, E** • Change is accepted or rejected • **#H** Batch is confirmed

Booking Notification	
Start	**Finish**
• Receive DIOD with EDconn32 with type #B • Import Booking Notification	• EDExpress database is updated with booking status and booking date

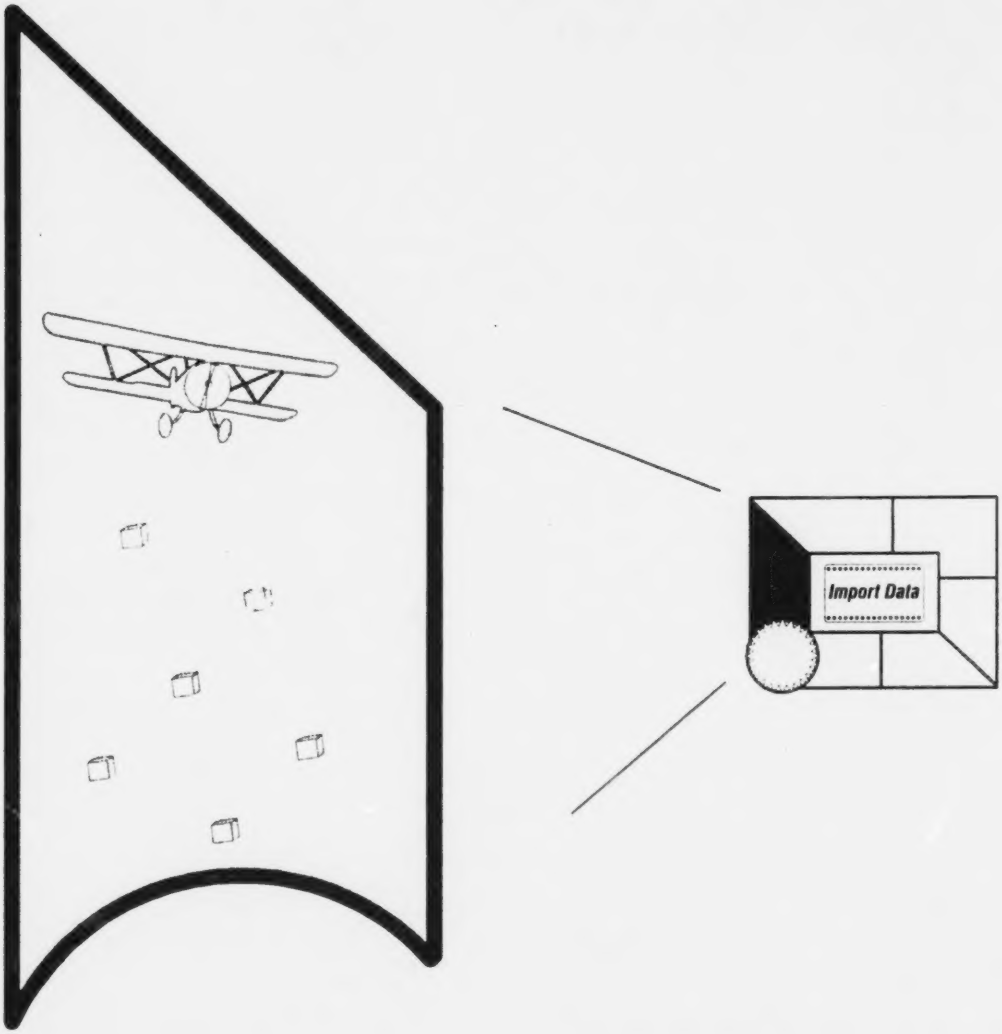
Reconciliation	
Start	**Finish**
• Import DLSAS • Compare school data with the DLSAS • Identify any discrepancies	• Resolve discrepancies

Lesson 6 – Import Data

Objectives

At the end of this lesson you should be able to

1. Use the Import function to update the database with the acknowledgement file
2. Import the Booking acknowledgement file
3. Define the rules for adjusting disbursements



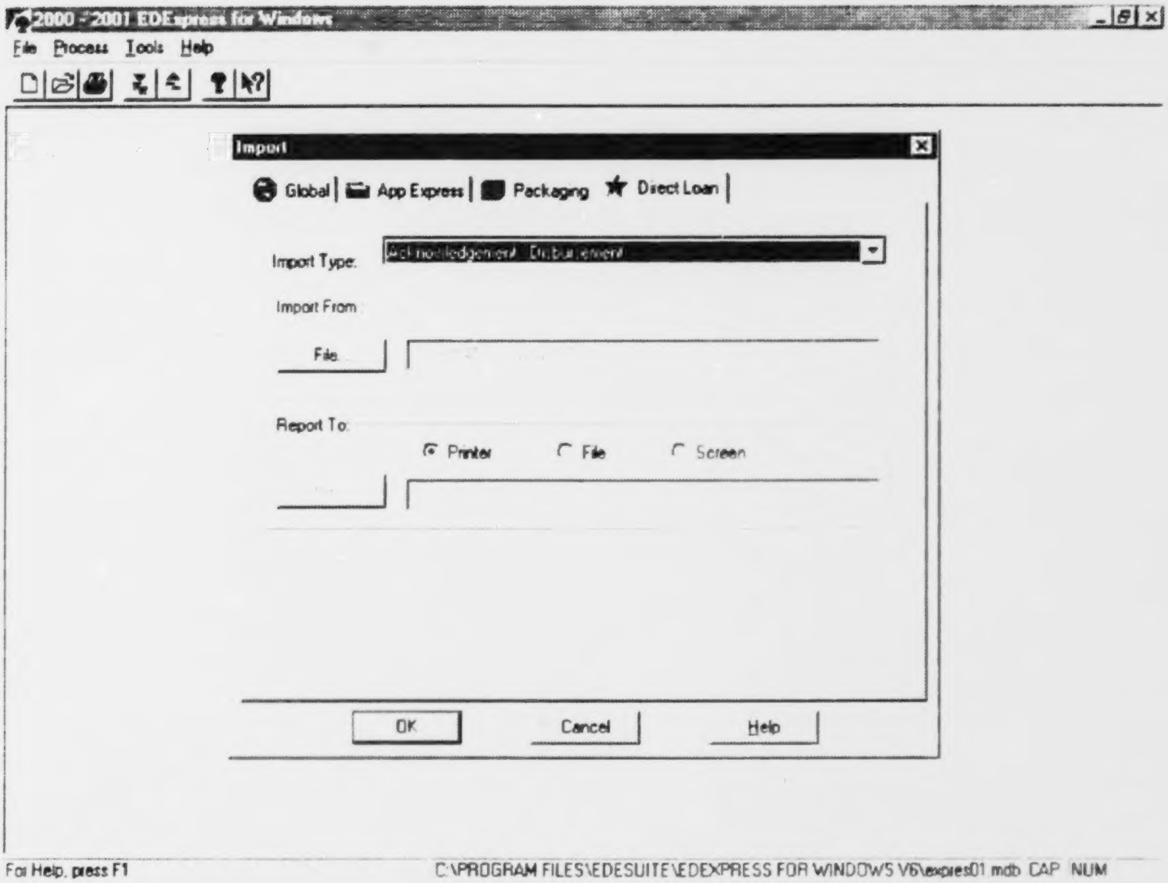
Importing Disbursement Acknowledgements

*Select **File/Import** from the menu or click the **Import** icon*

*Click the **Direct Loan** tab*

*Select **Acknowledgement - Disbursement** as the Import Type*

*Click on the **File** button*



2000 - 2001 EDExpress for Windows

Import

Import Type: Acknowledgement - Disbursement

Import From:

Report To: ● Printer ○ File ○ Screen

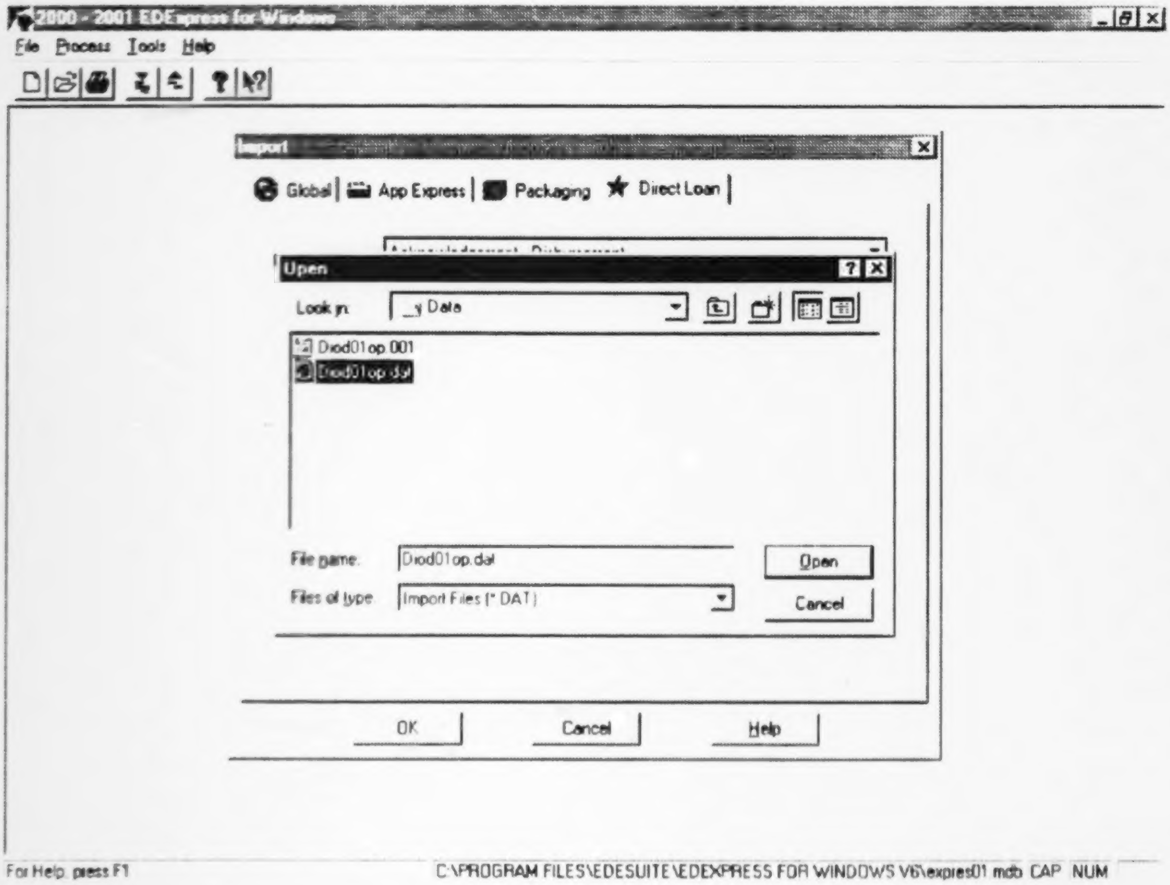
For Help, press F1

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb CAP NUM

File
Process
Tools
Help
Global
App Express
Packaging
Direct Loan
File...
OK
Cancel
Help

Select the file ***DIOD01OP.DAT.***

Click ***Open***


2000 - 2001 EDExpress for Windows
File Process Tools Help
Import
Global
App Express
Packaging
Direct Loan
Open
OK
Cancel
Help
Open
Cancel

Look in: _y Data

Diod01op.001
Diod01op.dat

File name: Diod01op.dat

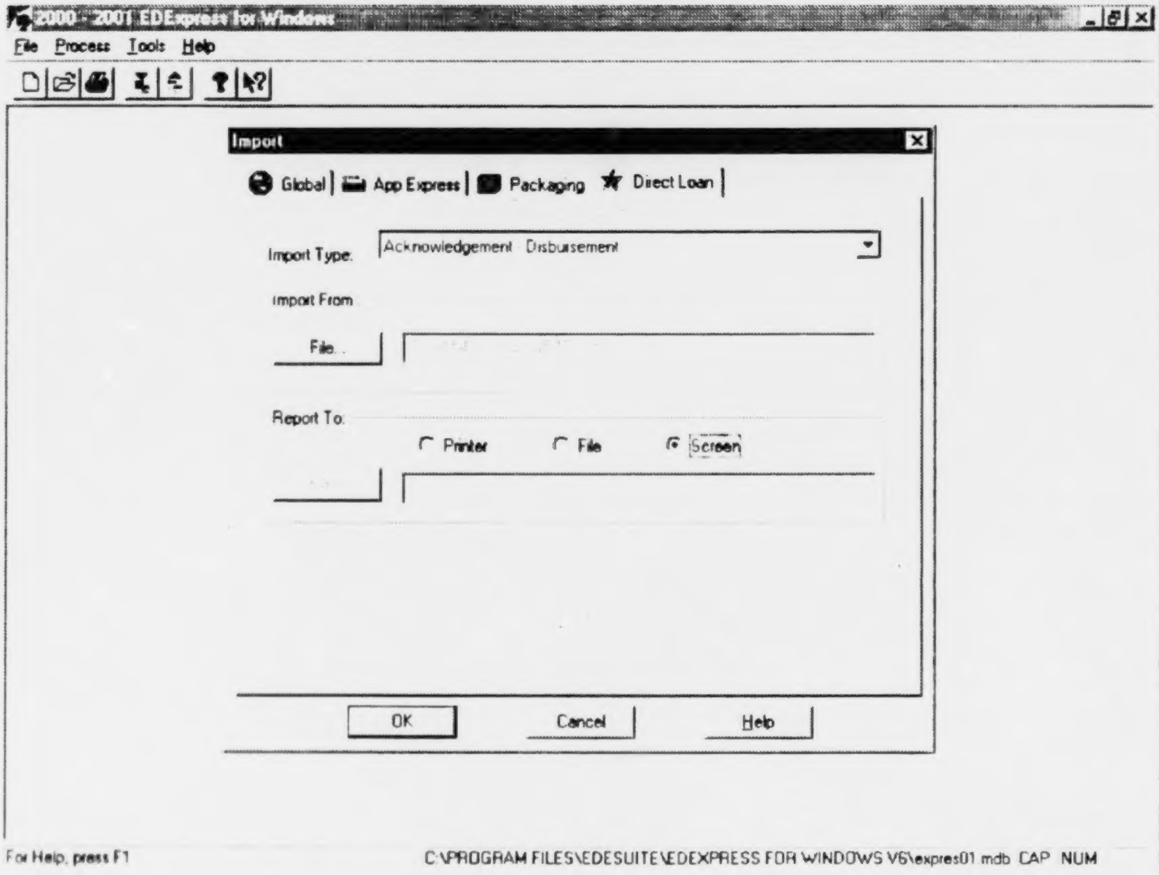
Files of type: Import Files (*.DAT)

For Help, press F1

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb CAP NUM

Select ***Screen*** *as the output destination*

Click ***OK***


2000 - 2001 EDExpress for Windows
File Process Tools Help
Import
Global
App Express
Packaging
Direct Loan
File...
OK
Cancel
Help
For Help, press F1

Import Type: Acknowledgement Disbursement

Import From

Report To: ○ Printer ○ File ● Screen

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb CAP NUM

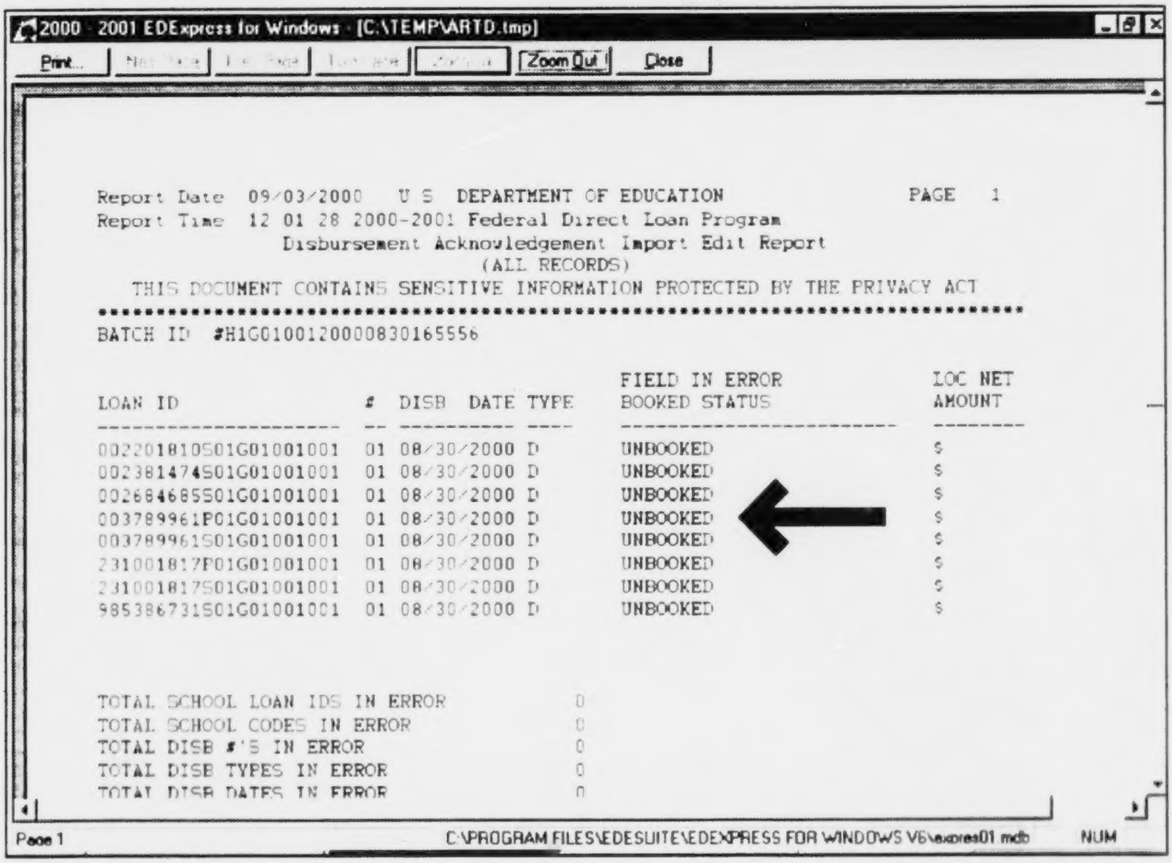
*Click **Close** when you are finished viewing the report*

This is the import report. You can use the scroll bars to view the entire report. The totals are listed at the bottom of the report.

Remember that you can print the report from this view by clicking the Print... button.

Booking and booking date are now updated by Disbursement Acknowledgement/Booking notification, Batch Type #B.

Note: On the disbursement Acknowledgement, the disbursements will always show as unbooked because you still have to retrieve the new Disbursement Acknowledgement Booking Notification.


2000 - 2001 EDExpress for Windows - [C:\TEMP\ARTD.tmp]
Print...
Next Page
Last Page
First Page
Zoom In
Zoom Out
Close
Page 1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\express01.mdb
NUM

```
Report Date  09/03/2000   U S  DEPARTMENT OF EDUCATION              PAGE   1
Report Time  12 01 28 2000-2001 Federal Direct Loan Program
                  Disbursement Acknowledgement Import Edit Report
                                  (ALL RECORDS)
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
******************************************************************************
BATCH ID  #H1G01001200008301655 56

                                                 FIELD IN ERROR          LOC NET
LOAN ID                   #  DISB  DATE TYPE     BOOKED STATUS           AMOUNT
---------------------    -- ---------- ----     ----------------------- --------
002201810S01G01001001    01 08/30/2000 D        UNBOOKED                $
002381474S01G01001001    01 08/30/2000 D        UNBOOKED                $
002684685S01G01001001    01 08/30/2000 D        UNBOOKED                $
003789961P01G01001001    01 08/30/2000 D        UNBOOKED                $
003789961S01G01001001    01 08/30/2000 D        UNBOOKED                $
231001817P01G01001001    01 08/30/2000 D        UNBOOKED                $
231001817S01G01001001    01 08/30/2000 D        UNBOOKED                $
985386731S01G01001001    01 08/30/2000 D        UNBOOKED                $


TOTAL SCHOOL LOAN IDS IN ERROR            0
TOTAL SCHOOL CODES IN ERROR               0
TOTAL DISB #'S IN ERROR                   0
TOTAL DISB TYPES IN ERROR                 0
TOTAL DISB DATES IN ERROR                 0
```

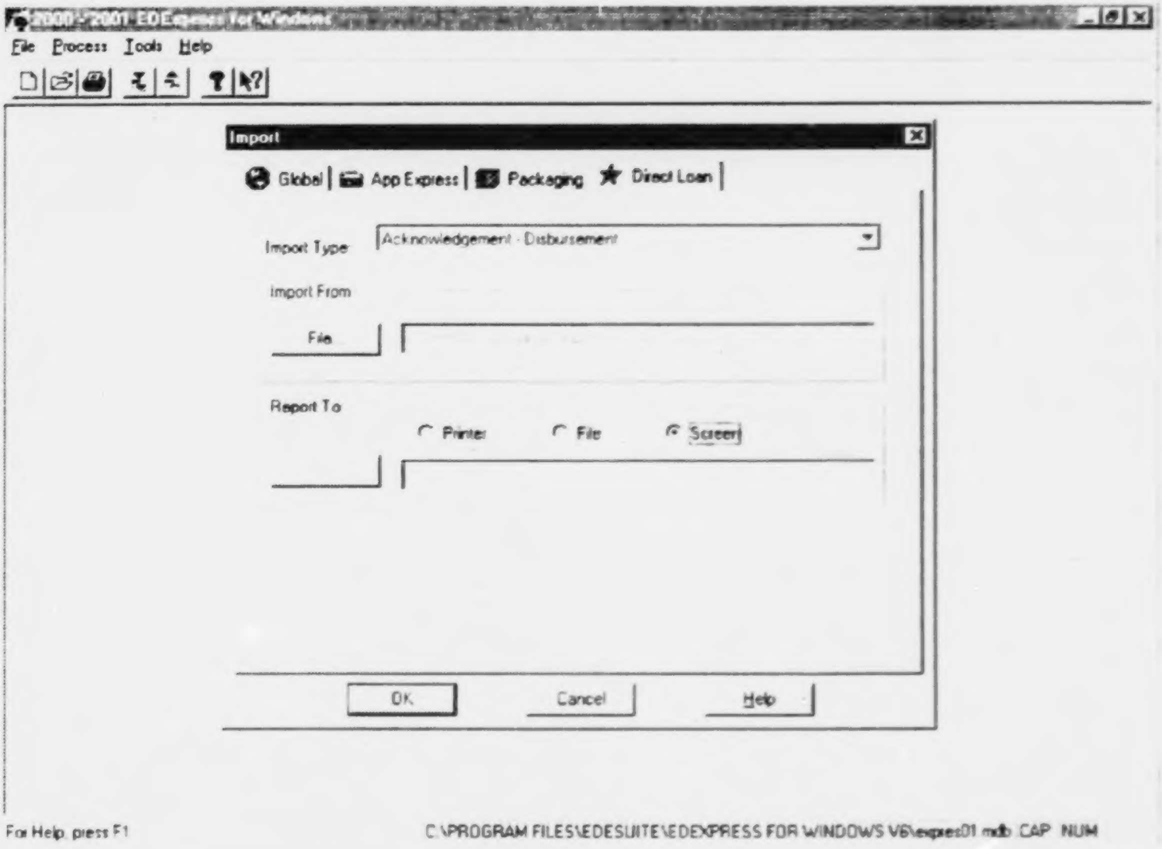
BEST COPY AVAILABLE

Booking Notification

The LOC sends Booking Notifications to you using the same message class filename as the disbursement acknowledgement (*DIOD01OP*). The batch type is #B, which indicates a booking notification. Included in the batch are new disbursement transaction types of L (disbursement booked date) and M (adjustment booked date).

The process for the import is same as for the disbursement acknowledgement file. The Import Type and File have already been selected in the example.

*Click **OK** to import the file*


2000-2001 EDExpress for Windows
File Process Tools Help
Import
Global
App Express
Packaging
Direct Loan
Import From
File
OK
Cancel
Help

Import Type: Acknowledgement - Disbursement

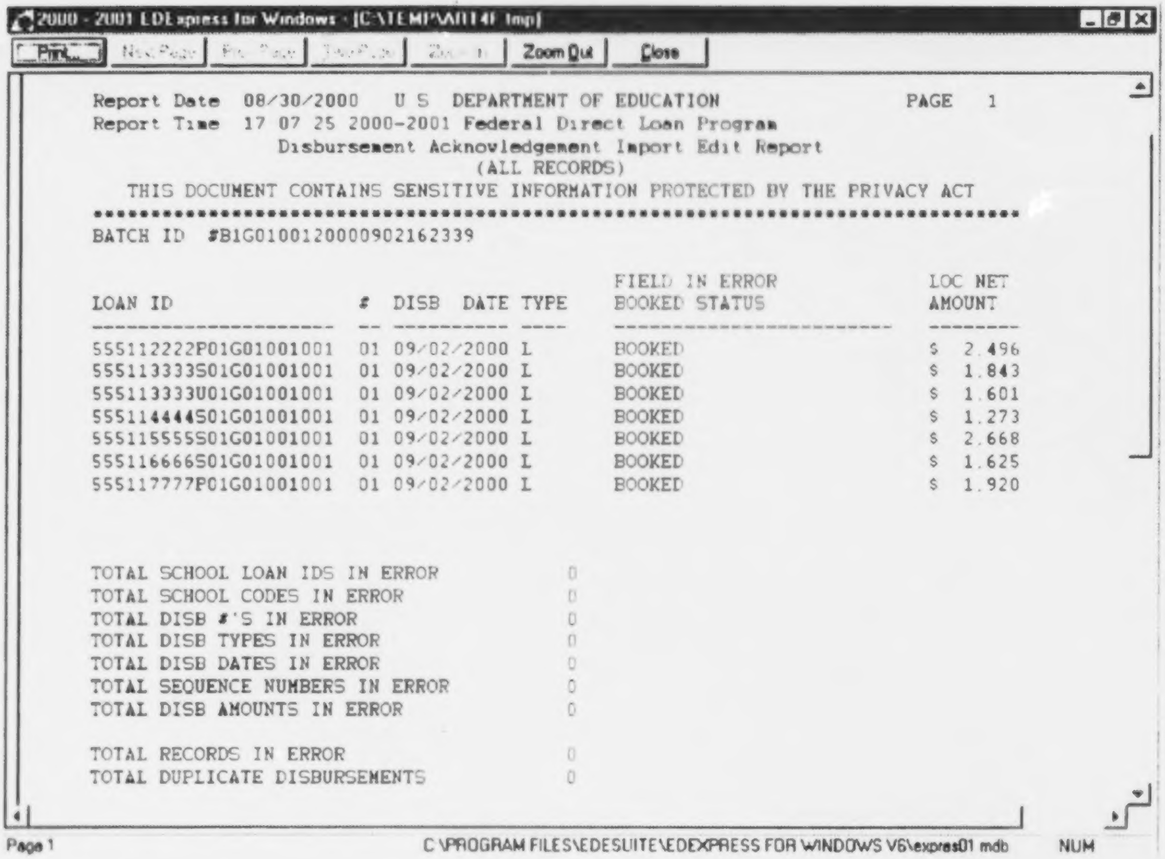
Report To: ○ Printer ○ File ● Screen

For Help, press F1

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb CAP NUM

*Click **Close** when you have finished viewing the report*

The Import Edit Report for the booking notification indicates the booked status for the loans included


2000 - 2001 EDExpress for Windows - [C:\TEMP\ARI4F Imp]
Print...
Zoom Out
Close
Page 1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb
NUM

```
Report Date  08/30/2000   U S  DEPARTMENT OF EDUCATION              PAGE   1
Report Time  17 07 25 2000-2001 Federal Direct Loan Program
                  Disbursement Acknowledgement Import Edit Report
                                  (ALL RECORDS)
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
********************************************************************************
BATCH ID  #B1G01001200009021623339

                                                FIELD IN ERROR              LOC NET
LOAN ID                  #  DISB  DATE TYPE     BOOKED STATUS               AMOUNT
----------------------  -- ---------- ----      -----------------------     --------
555112222P01G01001001   01 09/02/2000 L         BOOKED                      $  2.496
555113333S01G01001001   01 09/02/2000 L         BOOKED                      $  1.843
555113333U01G01001001   01 09/02/2000 L         BOOKED                      $  1.601
555114444S01G01001001   01 09/02/2000 L         BOOKED                      $  1.273
555115555S01G01001001   01 09/02/2000 L         BOOKED                      $  2.668
555116666S01G01001001   01 09/02/2000 L         BOOKED                      $  1.625
555117777P01G01001001   01 09/02/2000 L         BOOKED                      $  1.920

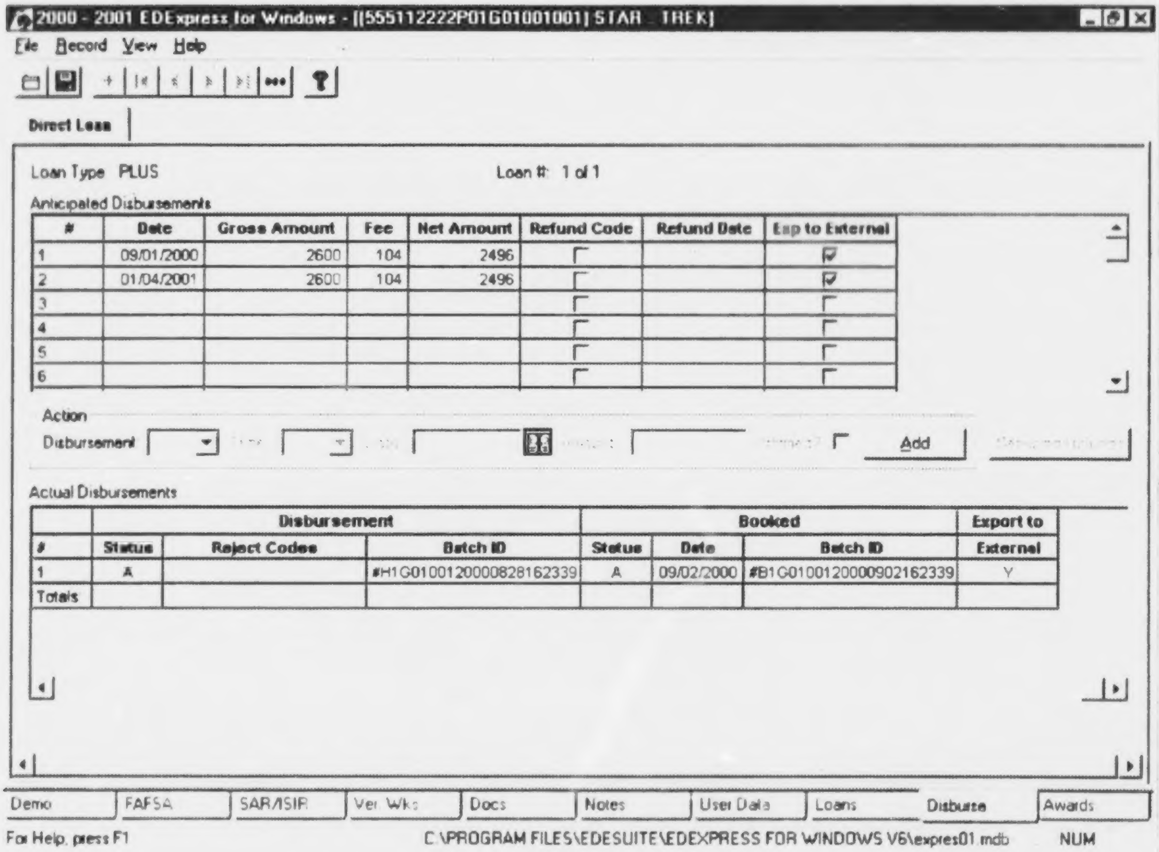

TOTAL SCHOOL LOAN IDS IN ERROR             0
TOTAL SCHOOL CODES IN ERROR                0
TOTAL DISB #'S IN ERROR                    0
TOTAL DISB TYPES IN ERROR                  0
TOTAL DISB DATES IN ERROR                  0
TOTAL SEQUENCE NUMBERS IN ERROR            0
TOTAL DISB AMOUNTS IN ERROR                0

TOTAL RECORDS IN ERROR                     0
TOTAL DUPLICATE DISBURSEMENTS              0
```

Review the Record

*Open the record to the **Disburse** tab*

Once the booked notification has been imported, the Booked area of the Disburse tab is completed to indicate the status, date and batch id of the record


File Record View Help
Direct Loan
Add
Demo
FAFSA
SAR/ISIR
Ver. Wks
Docs
Notes
User Data
Loans
Disburse
Awards
For Help, press F1
NUM

2000 - 2001 EDExpress for Windows - [[555112222P01G01001001] STAR , TREK]

Loan Type PLUS

Loan #: 1 of 1

Anticipated Disbursements

#	Date	Gross Amount	Fee	Net Amount	Refund Code	Refund Date	Exp to External
1	09/01/2000	2600	104	2496	☐		☑
2	01/04/2001	2600	104	2496	☐		☑
3					☐		☐
4					☐		☐
5					☐		☐
6					☐		☐

Action

Disbursement

Actual Disbursements

	Disbursement			Booked			Export to
#	Status	Reject Codes	Batch ID	Status	Date	Batch ID	External
1	A		#H1G01001200008281623339	A	09/02/2000	#B1G01001200009021623339	Y
Totals							

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb

Lesson 6

Handling Disbursement Adjustments

A disbursement adjustment is the return of a portion of the amount or the total amount of a disbursement because of any number of events such as:

- A disbursement amount was originally input incorrectly and must be corrected.
- A reduction in the amount of the student's eligibility requires a downward adjustment to a disbursement.
- The return of Title IV funds policy requires the return of less than the full amount of disbursement.
- The return of Title IV funds policy requires the return of the total amount disbursed.
- The school determines that the disbursement should not have been made.
- The borrower returns to the school all funds that have been disbursed.

For all of the events, particularly the last one, the rules for returning funds that were described in Unit 4 apply. For further guidance refer to DLB-99-74.

Other than to correct a data error, when an originating school adjusts a disbursement downward, the net adjustment is returned to the "Federal" account. Excess funds must be returned to the LOC. Option 1 and Standard origination schools return the net adjustment amount to the LOC. Option 2 schools may use the funds to disburse to another eligible borrower. All schools send disbursement adjustment records reflecting the adjustment to the LOC.

Adjustments to Actual Disbursements

Any change to the initial disbursement amount generates a disbursement record called an adjustment. Each adjustment is a unique disbursement record with status flags.

You can make as many adjustments to an individual actual disbursement as you wish. However, the following rules apply:

- The Adjustment Action type, shown in the table below, must correspond to the action type of the initial disbursement.

Initial Disbursement Action Type	Adjustment Action Type Options
G = Gross	A = Adjusted Gross
N = Net	J = Adjusted Net
U = Anticipated (Gross)	A = Adjusted Gross
G, N, or U	Q = Adjusted Date

- The sum of the actual disbursements cannot exceed the loan amount requested (Subsidized or Unsubsidized) or loan amount approved (PLUS).
- You cannot enter a negative disbursement.
- Enter the new net or gross amount. Do not enter the difference between the original amount and the new amount. EDExpress calculates the adjustment amount for you.
- You cannot record more than one adjustment for the same disbursement number with the same adjustment date.

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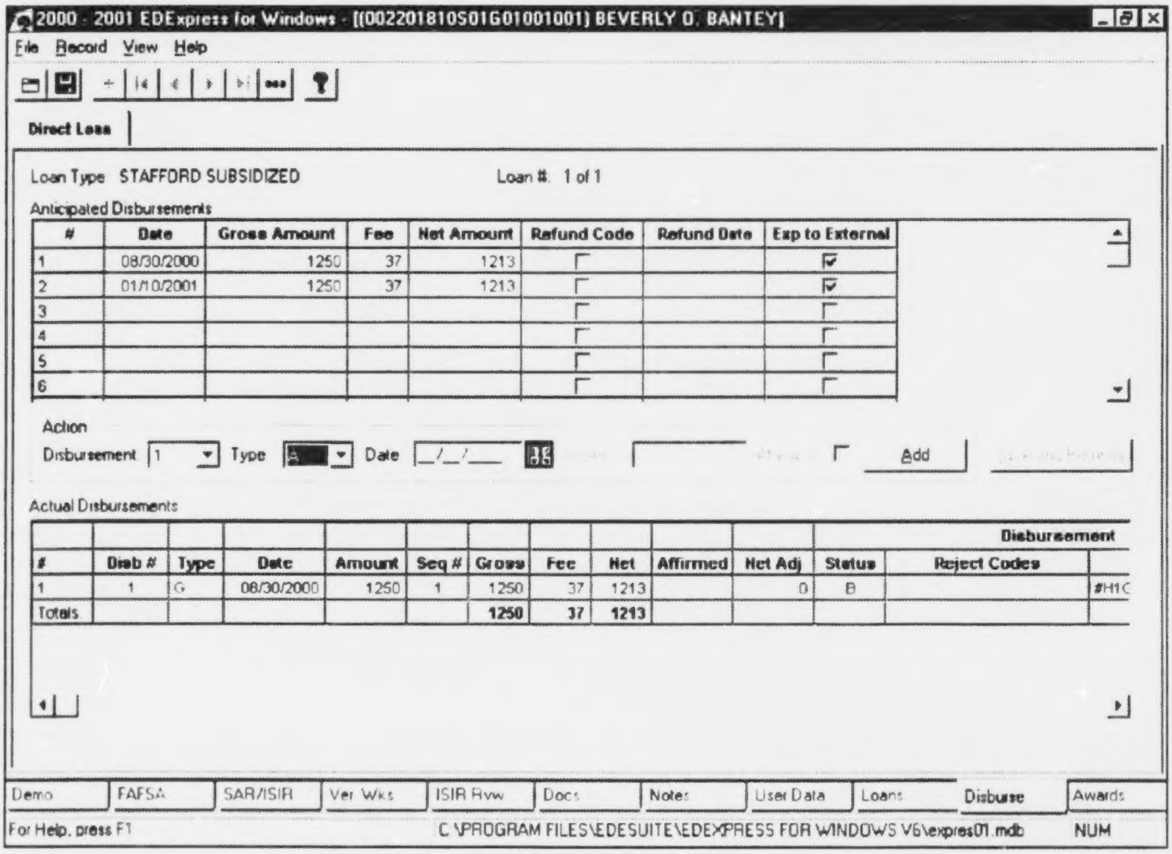
Open the disbursement record

To modify the first disbursement, select ***1*** *as the Disbursement*

Enter ***A*** *as the Type*

The following sequence demonstrates an adjustment made to one of the previously recorded disbursements


2000 - 2001 EDExpress for Windows - [(002201810S01G01001001) BEVERLY O. BANTEY]

File Record View Help
Direct Loan
Demo | FAFSA | SAR/ISIR | Ver Wks | ISIR Rvw | Docs | Notes | User Data | Loans | Disburse | Awards
Add

Loan Type STAFFORD SUBSIDIZED

Loan #: 1 of 1

Anticipated Disbursements

#	Date	Gross Amount	Fee	Net Amount	Refund Code	Refund Date	Exp to External
1	08/30/2000	1250	37	1213	☐		☑
2	01/10/2001	1250	37	1213	☐		☑
3					☐		☐
4					☐		☐
5					☐		☐
6					☐		☐

Action

Disbursement 1 Type A Date _/_/___ ☐

Actual Disbursements

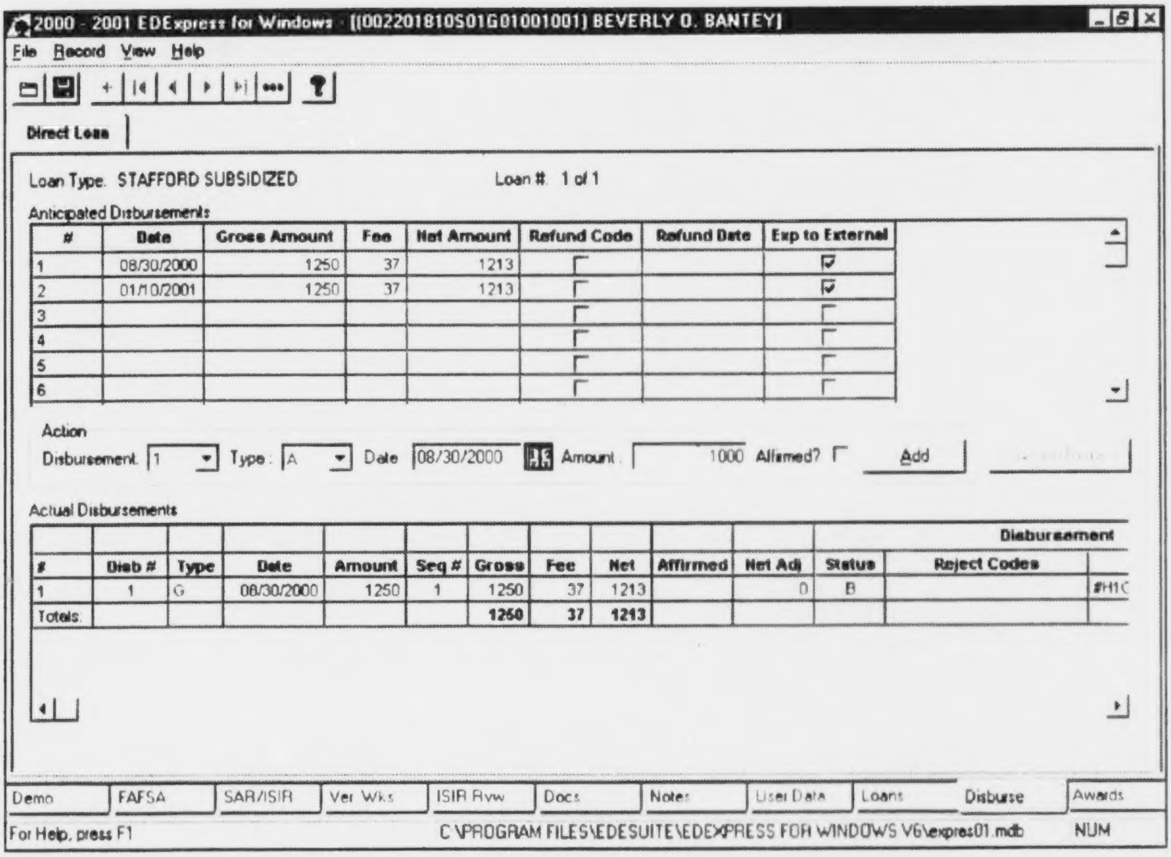
													Disbursement
#	Disb #	Type	Date	Amount	Seq #	Gross	Fee	Net	Affirmed	Net Adj	Status	Reject Codes	
1	1	G	08/30/2000	1250	1	1250	37	1213		0	B		#H1C
Totals						**1250**	**37**	**1213**					

For Help, press F1 C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb NUM

*Enter **08/30/2000** as the Action Date*

*Type **1000** as the new Amount*

*Click the **Add** button*



2000 - 2001 EDExpress for Windows - [(002201810S01G01001001) BEVERLY O. BANTEY]
File Record View Help
Direct Loan
Demo
FAFSA
SAR/ISIR
Ver Wks
ISIR Rvw
Docs
Notes
User Data
Loans
Disburse
Awards
For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb
NUM

Loan Type: STAFFORD SUBSIDIZED

Loan #: 1 of 1

Anticipated Disbursements

#	Date	Gross Amount	Fee	Net Amount	Refund Code	Refund Date	Exp to External
1	08/30/2000	1250	37	1213	☐		☑
2	01/10/2001	1250	37	1213	☐		☑
3					☐		☐
4					☐		☐
5					☐		☐
6					☐		☐

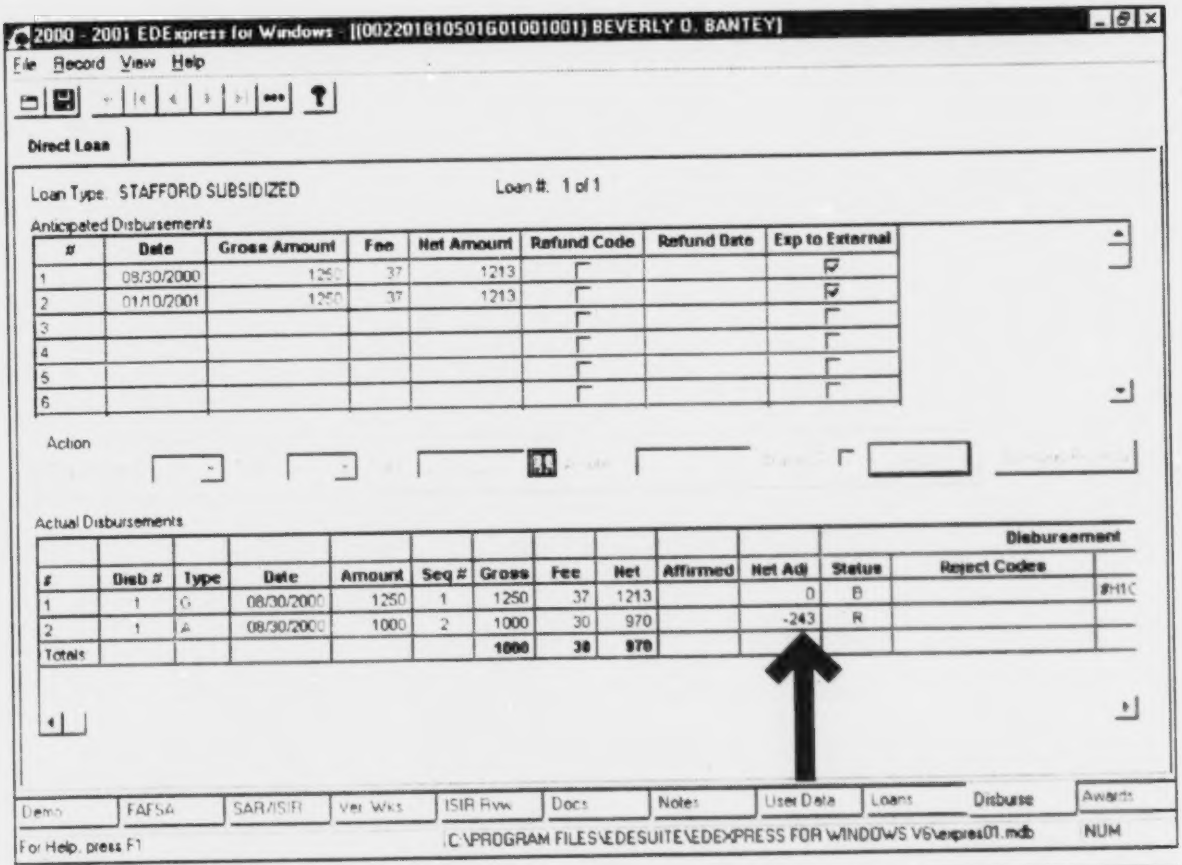
Action

Disbursement: 1 Type: A Date: 08/30/2000 Amount: 1000 Affirmed? ☐ Add

Actual Disbursements

											Disbursement		
#	Disb #	Type	Date	Amount	Seq #	Gross	Fee	Net	Affirmed	Net Adj	Status	Reject Codes	
1	1	G	08/30/2000	1250	1	1250	37	1213		0	B		#H1C
Totals:						**1250**	**37**	**1213**					

The new disbursement record indicates a calculated net adjustment (net adj) of -$243


File
Record
View
Help
Direct Loan
Action
Demo
FAFSA
SAR/ISIR
Ver Wks
ISIR Rvw
Docs
Notes
User Data
Loans
Disburse
Awards
NUM

2000 - 2001 EDExpress for Windows - [(002201810501G01001001) BEVERLY O. BANTEY]

Loan Type: STAFFORD SUBSIDIZED

Loan #: 1 of 1

Anticipated Disbursements

#	Date	Gross Amount	Fee	Net Amount	Refund Code	Refund Date	Exp to External
1	08/30/2000	1250	37	1213	☐		☑
2	01/10/2001	1250	37	1213	☐		☑
3					☐		☐
4					☐		☐
5					☐		☐
6					☐		☐

Actual Disbursements

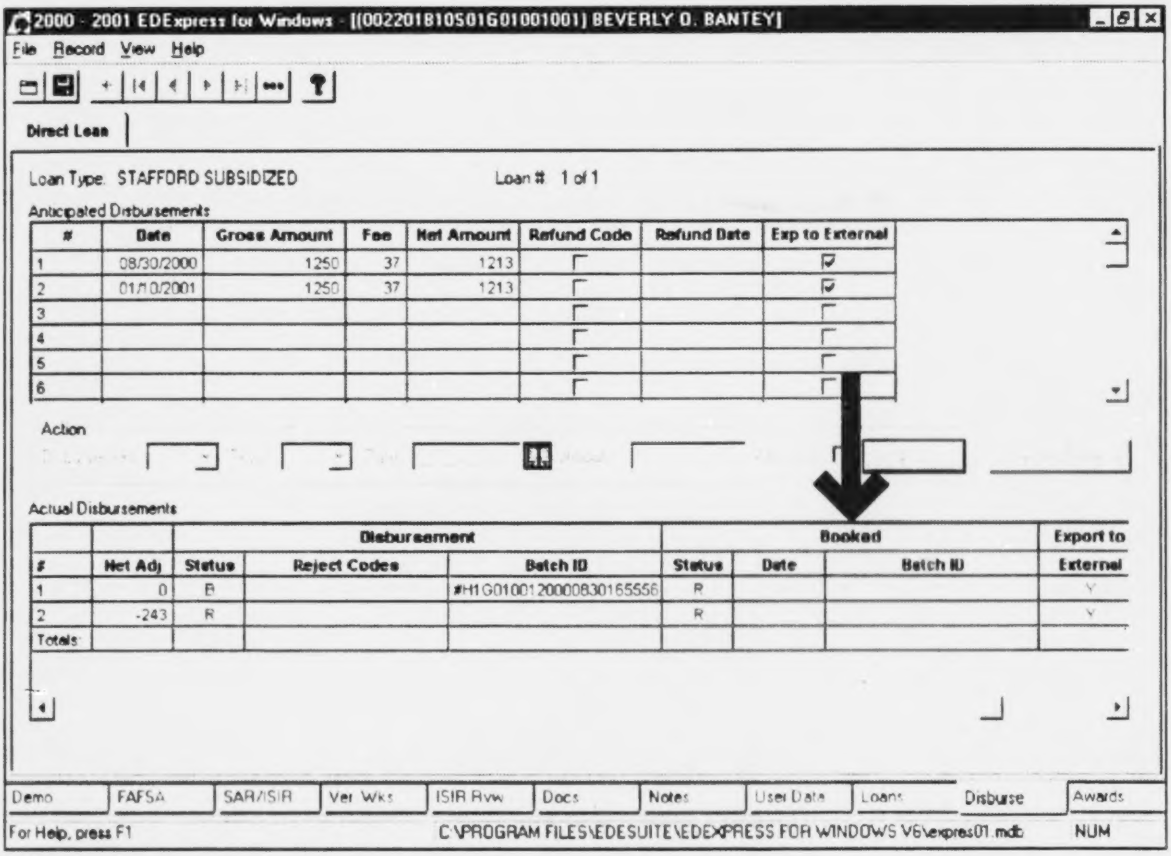
											Disbursement		
#	Disb #	Type	Date	Amount	Seq #	Gross	Fee	Net	Affirmed	Net Adj	Status	Reject Codes	
1	1	G	08/30/2000	1250	1	1250	37	1213		0	B		#H1C
2	1	A	08/30/2000	1000	2	1000	30	970		-243	R		
Totals						1000	30	970					

For Help, press F1

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb

Booking and booking date are now updated by Disbursement Acknowledgement/Booking Notification, batch type #B.

Scroll to the right to view the entire record


2000 - 2001 EDExpress for Windows - [(002201810S01G01001001) BEVERLY O. BANTEY]
File
Record
View
Help
Direct Loan
Action
Demo
FAFSA
SAR/ISIR
Ver Wks
ISIR Rvw
Docs
Notes
User Data
Loans
Disburse
Awards
For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb
NUM

Loan Type: STAFFORD SUBSIDIZED

Loan #: 1 of 1

Anticipated Disbursements

#	Date	Gross Amount	Fee	Net Amount	Refund Code	Refund Date	Exp to External
1	08/30/2000	1250	37	1213	☐		☑
2	01/10/2001	1250	37	1213	☐		☑
3					☐		☐
4					☐		☐
5					☐		☐
6					☐		☐

Actual Disbursements

		Disbursement			Booked			Export to
#	Net Adj	Status	Reject Codes	Batch ID	Status	Date	Batch ID	External
1	0	B		#H1G0100120000830165556	R			Y
2	-243	R			R			Y
Totals:								

Adjusting Actual Disbursements to $0

Actual disbursements that need to be canceled should be adjusted down to $0. First, enter the actual disbursement number to be adjusted, a disbursement type (A/J), a disbursement date, and the disbursement amount of $0.

Adjustments of actual disbursements down to $0 create actual disbursement records (not change records) which must be exported and transmitted to the LOC.

The following rules apply to adjusting an actual disbursement down to $0 after an actual disbursement has already been posted.

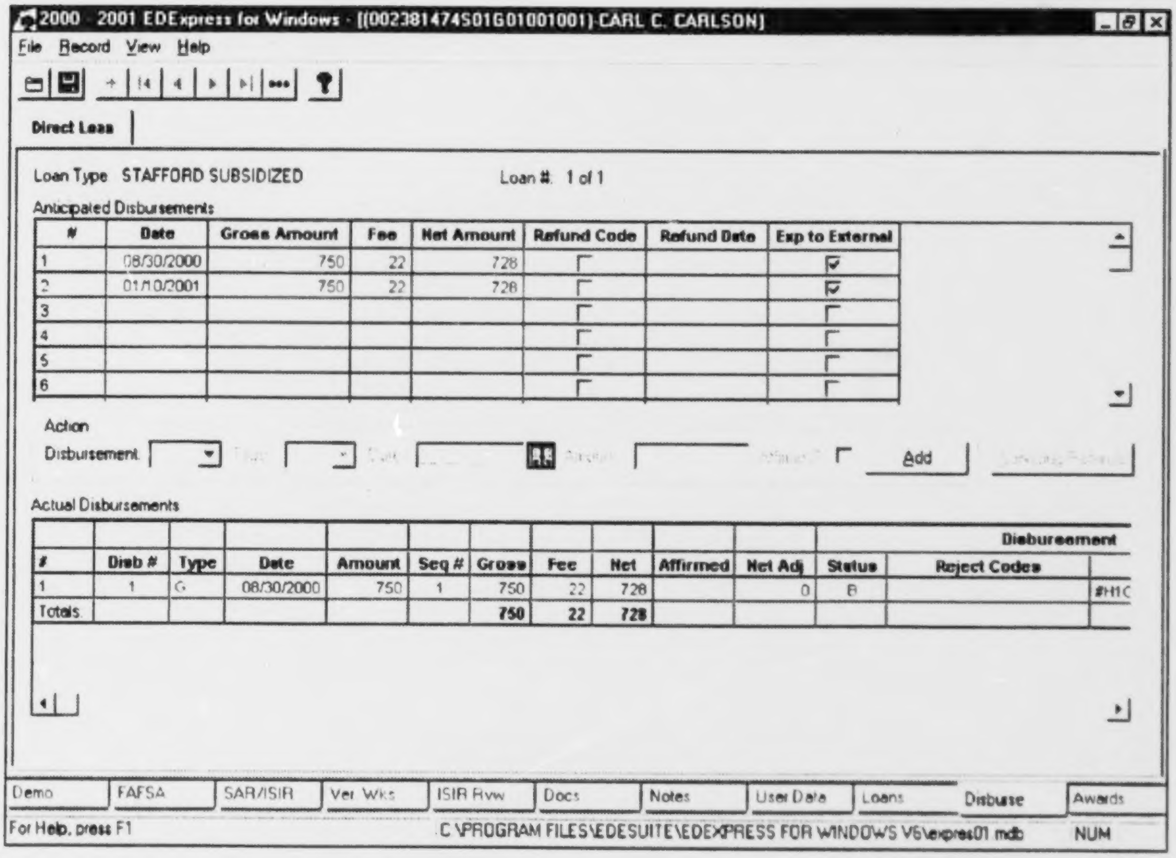
- You can always adjust an actual disbursement back up to a positive amount.
- An adjustment always applies to the current amount of the disbursement number.
- Ensure that all disbursement and prior adjustments have been accepted by the LOC (disbursement status = A) before reducing an actual disbursement to $0.
- You must export change records and disbursement records to the LOC if you also adjust the Loan Amount Approved to $0. Export and transmit the disbursement batch before the change batch.

Tip: If all actual disbursements are adjusted to $0, you will have the option of marking the loan as inactive from the Loans Tab. This will add a checkmark to the "Inactivate?" box. The inactive box is not a field that is transmitted to the LOC and is for school use only.

Adjusting an Actual Disbursement to $0

The first disbursement has already been made

Open the disbursement record



2000 - 2001 EDExpress for Windows - [(002381474S01G01001001)-CARL C. CARLSON]

File Record View Help
Direct Loan

Loan Type STAFFORD SUBSIDIZED

Loan #: 1 of 1

Anticipated Disbursements

#	Date	Gross Amount	Fee	Net Amount	Refund Code	Refund Date	Exp to External
1	08/30/2000	750	22	728	☐		☑
2	01/10/2001	750	22	728	☐		☑
3					☐		☐
4					☐		☐
5					☐		☐
6					☐		☐

Action
Disbursement
Add

Actual Disbursements

											Disbursement		
#	Disb #	Type	Date	Amount	Seq #	Gross	Fee	Net	Affirmed	Net Adj	Status	Reject Codes	
1	1	G	08/30/2000	750	1	750	22	728		0	B		#H1C
Totals						**750**	**22**	**728**					

Demo
FAFSA
SAR/ISIR
Ver. Wks
ISIR Rvw
Docs
Notes
User Data
Loans
Disburse
Awards
For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb
NUM

Type ***1*** *to change the first disbursement*

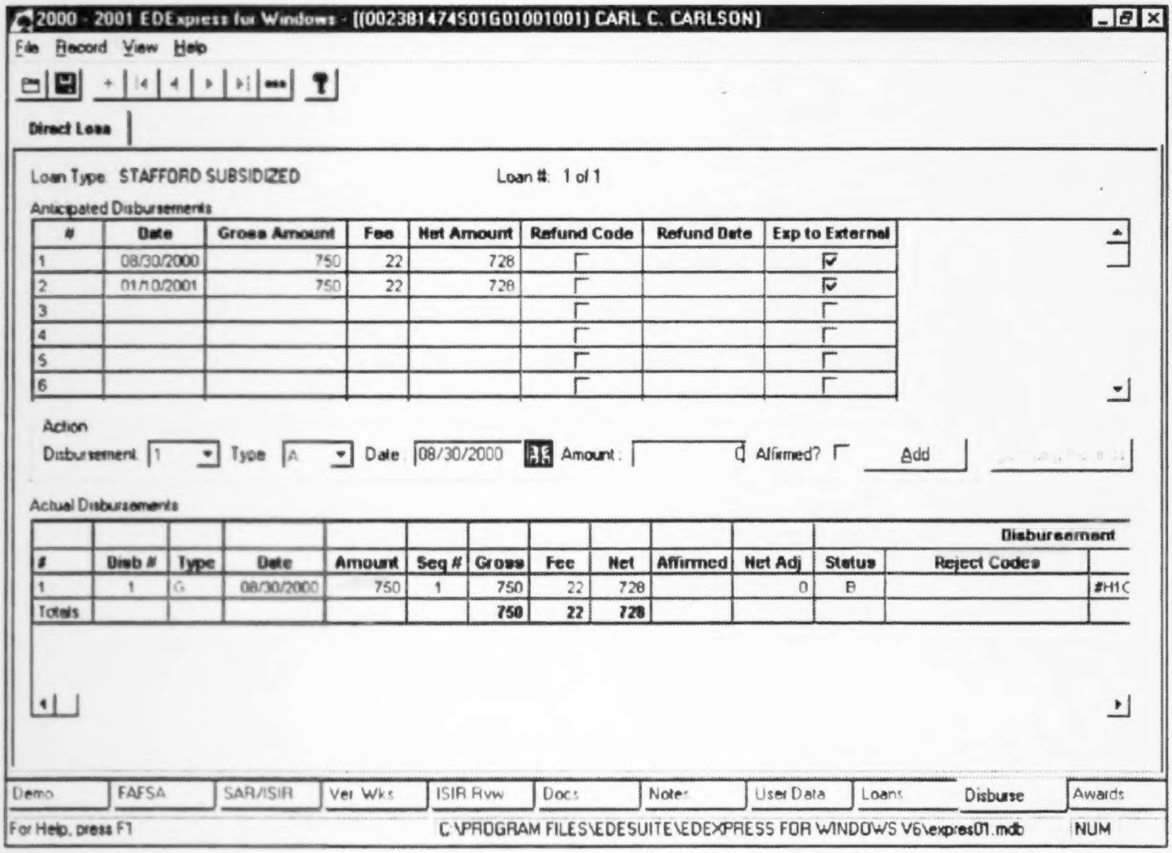
Type ***A*** *to change the adjusted gross disbursement*

Enter the date

Enter ***0*** *as the amount*

Click ***Add***

Adjust the disbursement using the Action fields


2000 - 2001 EDExpress for Windows - [(002381474S01G01001001) CARL C. CARLSON]
File
Record
View
Help
Direct Loan
Add
Demo
FAFSA
SAR/ISIR
Ver Wks
ISIR Rvw
Docs
Notes
User Data
Loans
Disburse
Awards
For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb
NUM

Loan Type STAFFORD SUBSIDIZED Loan #: 1 of 1

Anticipated Disbursements

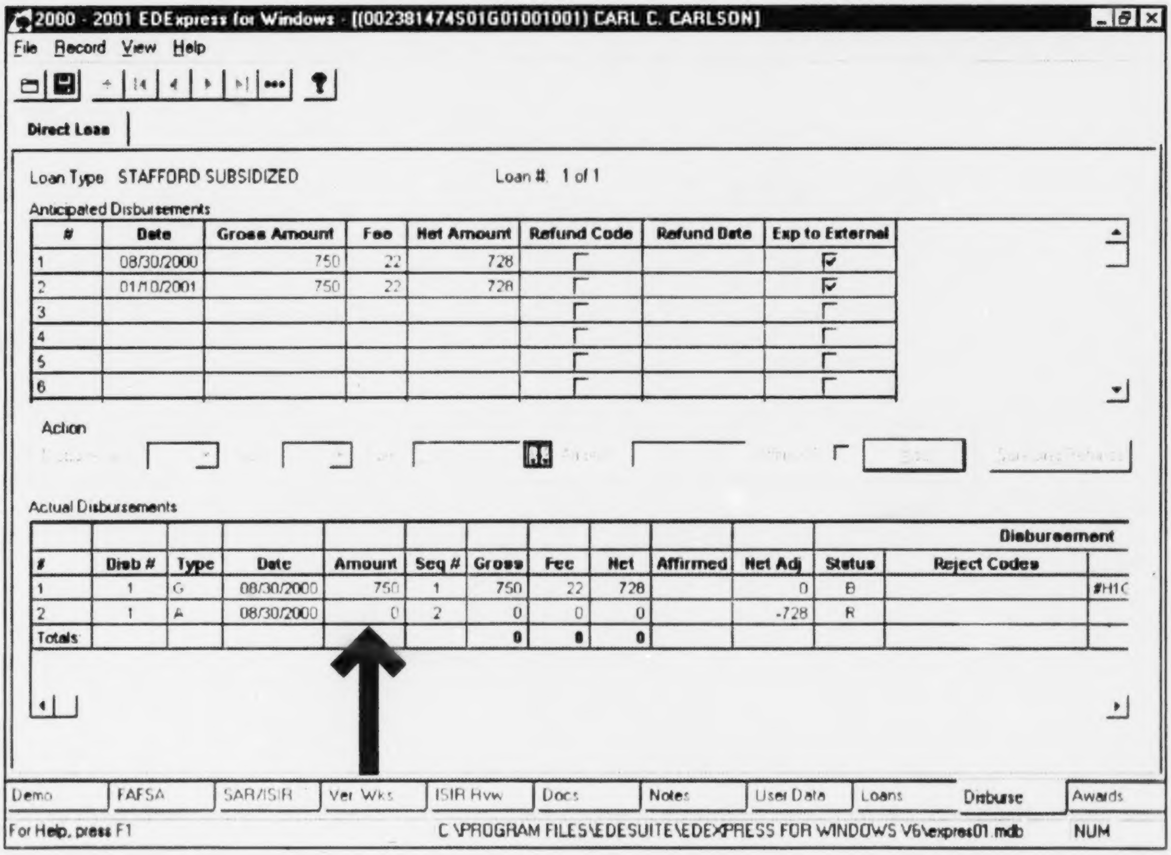
#	Date	Gross Amount	Fee	Net Amount	Refund Code	Refund Date	Exp to External
1	08/30/2000	750	22	728	☐		☑
2	01/10/2001	750	22	728	☐		☑
3					☐		☐
4					☐		☐
5					☐		☐
6					☐		☐

Action
Disbursement: 1 Type: A Date: 08/30/2000 Amount: 0 Affirmed? ☐

Actual Disbursements

											Disbursement		
#	Disb #	Type	Date	Amount	Seq #	Gross	Fee	Net	Affirmed	Net Adj	Status	Reject Codes	
1	1	G	08/30/2000	750	1	750	22	728		0	B		#H1C
Totals						**750**	**22**	**728**					

The actual disbursement has been adjusted to zero.


2000 - 2001 EDExpress for Windows - [(002381474S01G01001001) CARL C. CARLSON]
File
Record
View
Help
Direct Loan
Action
Demo
FAFSA
SAR/ISIR
Ver Wks
ISIR Rvw
Docs
Notes
User Data
Loans
Disburse
Awards
For Help, press F1
NUM

Loan Type STAFFORD SUBSIDIZED

Loan #: 1 of 1

Anticipated Disbursements

#	Date	Gross Amount	Fee	Net Amount	Refund Code	Refund Date	Exp to External
1	08/30/2000	750	22	728	☐		☑
2	01/10/2001	750	22	728	☐		☑
3					☐		☐
4					☐		☐
5					☐		☐
6					☐		☐

Actual Disbursements

											Disbursement		
#	Disb #	Type	Date	Amount	Seq #	Gross	Fee	Net	Affirmed	Net Adj	Status	Reject Codes	
1	1	G	08/30/2000	750	1	750	22	728		0	B		#H1C
2	1	A	08/30/2000	0	2	0	0	0		-728	R		
Totals:						0	0	0					

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb

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Unit 5—Disbursements

Lesson 6

Adjusting the Disbursement Date

Open the Disbursement record

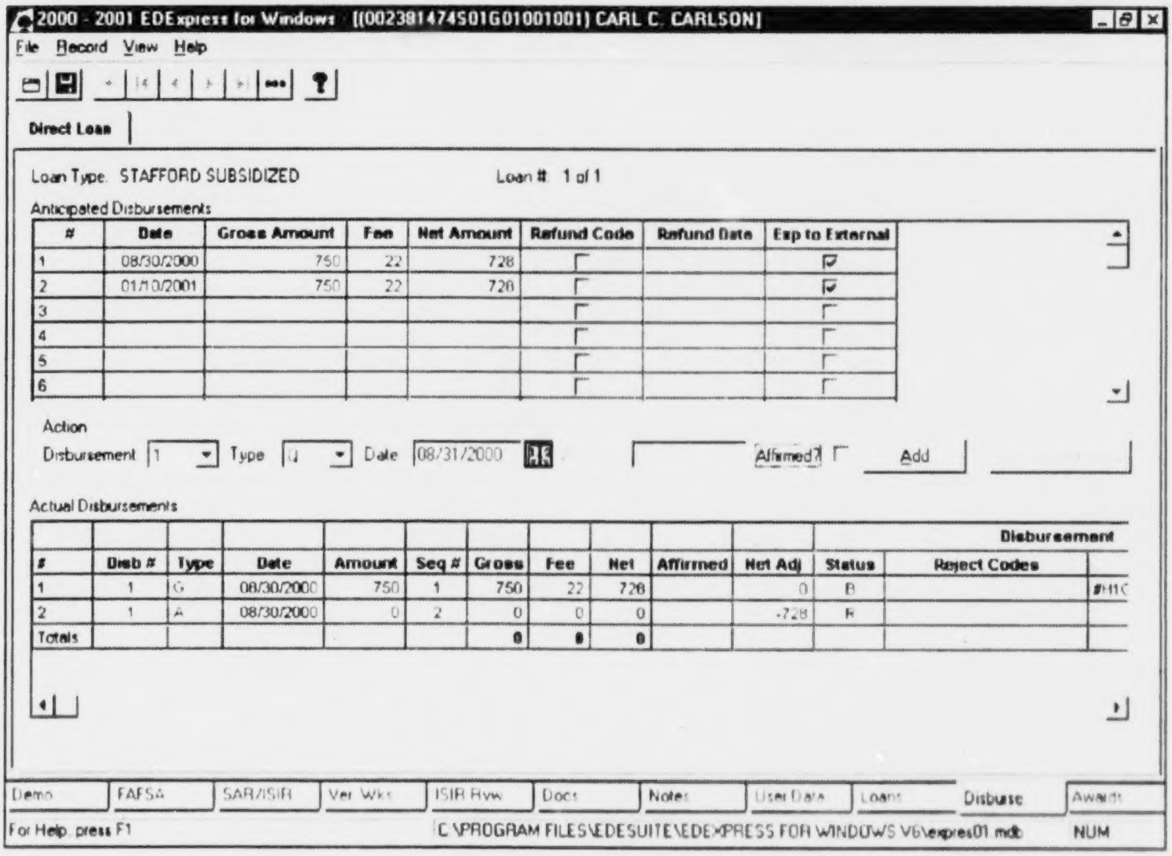
*Enter **1** as the Disbursement and **Q** (adjusted disbursement date) as the Type*

Enter the new disbursement date or use the calendar button to select a date

*Click **Add***

*Click the **Save** button to save the change*

If you have incorrectly recorded the date of the actual disbursement, use Disbursement Type "Q" (adjusted disbursement date) to adjust the date field only


File
Record
View
Help
Direct Loan
Add
Demo
FAFSA
SAR/ISIR
Ver Wks
ISIR Rvw
Docs
Notes
User Data
Loans
Disburse
Awards
For Help, press F1
NUM

2000 - 2001 EDExpress for Windows [(002381474S01G01001001) CARL C. CARLSON]

Loan Type: STAFFORD SUBSIDIZED

Loan #: 1 of 1

Anticipated Disbursements

#	Date	Gross Amount	Fee	Net Amount	Refund Code	Refund Date	Exp to External
1	08/30/2000	750	22	728	☐		☑
2	01/10/2001	750	22	728	☐		☑
3					☐		☐
4					☐		☐
5					☐		☐
6					☐		☐

Action

Disbursement: 1 Type: Q Date: 08/31/2000 Affirmed? ☐

Actual Disbursements

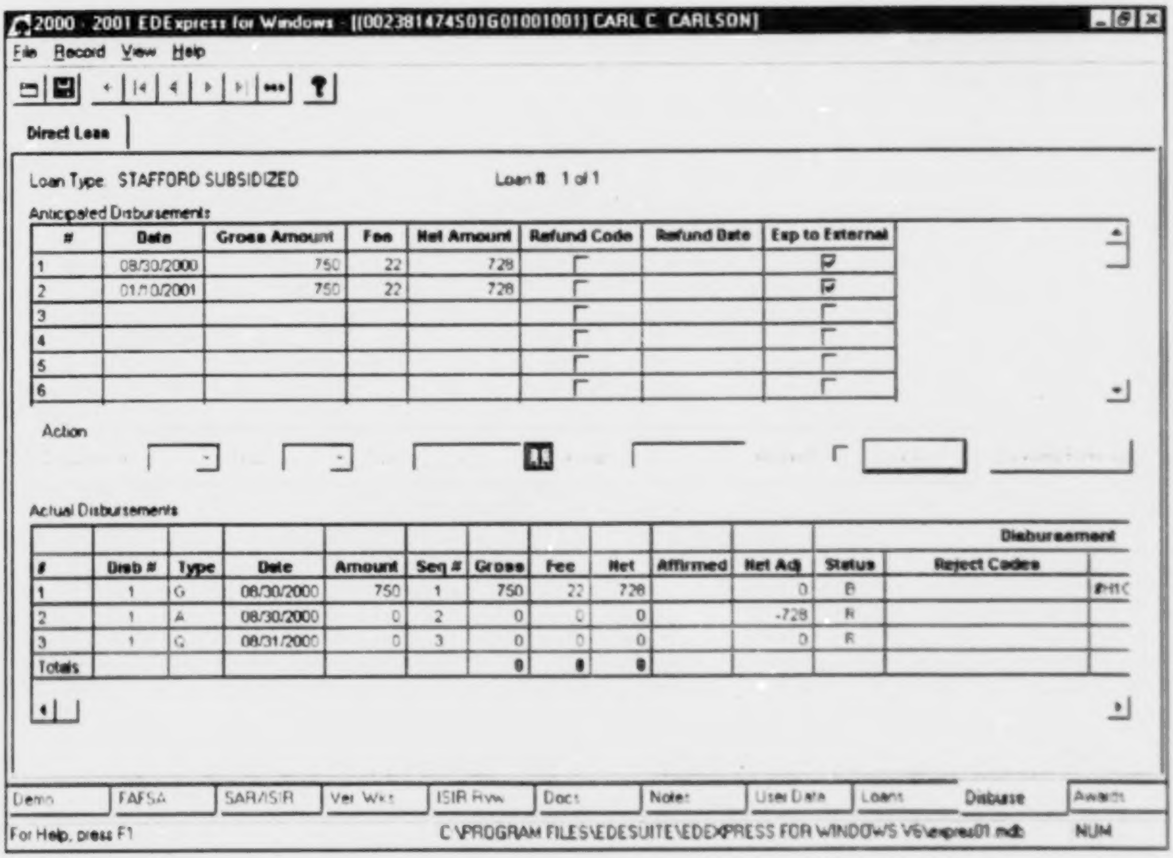
											Disbursement		
#	Disb #	Type	Date	Amount	Seq #	Gross	Fee	Net	Affirmed	Net Adj	Status	Reject Codes	
1	1	G	08/30/2000	750	1	750	22	728		0	B		#H1C
2	1	A	08/30/2000	0	2	0	0	0		-728	R		
Totals						0	0	0					

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb

A new line was added to adjust the disbursement date

Tip The disbursement for which you need to change the date must have previously been accepted by the LOC

*Click the **Close** button*



2000 - 2001 EDExpress for Windows - [(002381474S01G01001001) CARL C CARLSON]
File Record View Help
Direct Loan
Action
Demo
FAFSA
SAR/ISIR
Ver Wkt
ISIR Rvw
Docs
Notes
User Data
Loans
Disburse
Awards
For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\express01.mdb
NUM

Loan Type STAFFORD SUBSIDIZED

Loan # 1 of 1

Anticipated Disbursements

#	Date	Gross Amount	Fee	Net Amount	Refund Code	Refund Date	Exp to External
1	08/30/2000	750	22	728	☐		☑
2	01/10/2001	750	22	728	☐		☑
3					☐		☐
4					☐		☐
5					☐		☐
6					☐		☐

Actual Disbursements

											Disbursement	
#	Disb #	Type	Date	Amount	Seq #	Gross	Fee	Net	Affirmed	Net Adj	Status	Reject Codes
1	1	G	08/30/2000	750	1	750	22	728		0	B	
2	1	A	08/30/2000	0	2	0	0	0		-728	R	
3	1	G	08/31/2000	0	3	0	0	0		0	R	
Totals						0	0	0				

Adjustment to the Loan

To provide a school flexibility to activate or disburse a loan at a later date, each loan can be adjusted down to $0 or up from $0. You should also reduce the Loan Amount Approved and the Loan Amount Requested to ensure the accuracy of the student's aggregate loan limits. The loan and/or disbursement record is maintained.

Refer to Direct Loan Bulletin #99-66 for more information on processing adjustment to actual disbursements.

Adjust a Loan to $0

To adjust an entire loan to $0 that has actual disbursements recorded and submitted to the LOC, complete the following steps.

Step	Action
1	Actual disbursement amount must be adjusted to $0.
2	Export disbursements and send to the LOC.
3	LOC accepts the record.
4	Adjust Anticipated Disbursements to $0.
5	Adjust loan Amount Approved and Loan Amount Requested to $0.
6	Export and send the change record to the LOC.

Due to the way rounding is performed, it is possible for the LOC to have a difference of $1 between a school's actual disbursement gross amount and the LOC's actual disbursement gross amount. Therefore, a Loan Amount Approved changed to $0 is accepted if the actual disbursement gross amount at the LOC is $1 or -$1.

Increase a Loan from $0

To increase a loan from $0 the following steps must occur in this order:

Step	Action
1	Increase the Loan Amount Approved and the Loan Amount Requested.
2	Increase the Anticipated Disbursement amounts.
3	Export and send a change record to the LOC.
4	Increase Actual Disbursement amounts.
5	Export and send the disbursement record to the LOC.

Inactivate a Loan

	Adjustment Type	Result at Record Level	Required Batch Level Activity
Prior to Actual Disbursement	1. Make loan inactive.		
	2. Adjust Loan Amount Requested and Loan Amount Approved to $0. 3. Reduce Individual Disbursement to $0	Change record created.	Export change record. LOC will identify loan by amount $0. Export change records,
After Actual Disbursement	1. Adjust Actual Disbursement to $0. 2. Make Loan inactive. 3. Adjust Loan Amount Requested and Loan Amount Approved to $0.	Disbursement record with type A or J with an amount $0.	Export change records. Export change records. Export disbursement recods.

Note The Inactive Flag is not sent to the LOC, rather it is to assist you in tracking loans in EDExpress

Lesson 6 Exercise

Fill In the Blank:

Fill in the blanks for the following questions as they apply to adjustments to actual disbursements

1 You ______________ enter a negative disbursement

2 The sum of the actual disbursements cannot exceed the ____________ ____________ ____________________ for Stafford or the ______________ ______________ _________________ for PLUS

3 Do not enter the difference between the original amount and the new amount EDExpress calculates the ____________________ __________________ for you

4 You ___________ record more than one adjustment for the same disbursement number with the same disbursement date

Computer Exercise:

1 You want to be able to check the status of some disbursement records that were exported a few days ago Import the Disbursement Acknowledgement file

Step	Action
1	Select **File/Import** from the menu or click the **Import** icon
2	Click the **Direct Loan** tab
3	Select **Acknowledgment – Disbursement** as the Import type
4	Click on the **File...**button
5	Select the file **DIOD01OP.DAT**
6	Click **Open**
7	Select **Screen** as the output destination
8	Click **OK**
9	Click **Close** when you are finished viewing the report

What will the Booked Status field always be on the import report? (Hint What's the difference between a #H and a #B batch?)

Lesson 6 Exercise, continued

2 Denita Brown **(555-11-4444)** decided that she would only attend half-time this term after all. Since she doesn't need as much money to pay for living expenses, she has asked you to reduce her disbursement for the term to $500. Process an adjustment to an actual disbursement for her. Use the steps provided below to process the adjustment. The adjustment amount will be for $500.00.

Step	Action
1	Open the disbursement record.
2	To modify the first disbursement, **select 1** as the Disbursement.
3	Enter **A** as the type.
4	Enter **09/01/2000** in the Action Date field.
5	Enter **500.00** as the new amount.
6	Click the **Add** button.

3 Paul Kershaw **(444-11-7722)** has just notified your office that he plans to withdraw and wait until the Spring term to enroll. You need to adjust the first actual disbursement to $0 for his Stafford loan.

Step	Action
1	Open the disbursement record.
2	Select **Disbursement 1**.
3	Type **A** to change the adjusted gross disbursement.
4	Enter the date **09/02/2000**.
5	Enter **0 (zero)** as the amount.
6	Click on **Add.**
7	Click the **Save** button to save the change.
8	Do not make the loan inactive. Select cancel.

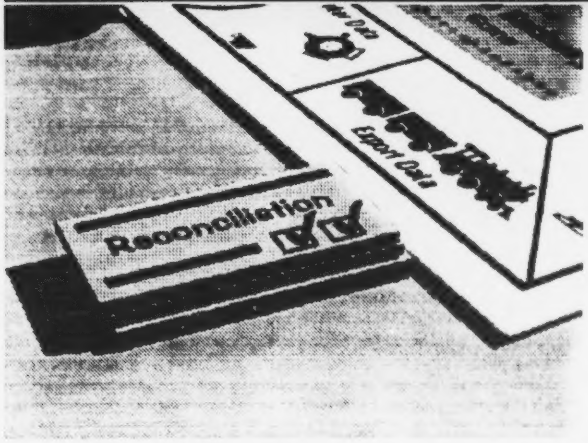
4 For Kathy Holst **(555-11-5555)** you need to change the disbursement date.

Step	Action
1	Open the disbursement record.
2	Enter **1** as the disbursement and **Q** (adjusted disbursement date) as the type.
3	Enter **09/05/2000** in the Date field, or use the calendar button to select a date.
4	Click **Add.**
5	Click the **Save** button to save the change.

If you had made the loan inactive for Paul Kershaw, what would have been the consequences if he returned in the Spring and requested his loan?

5 The final step in the loan process is to import the booking notification. You just retrieved another disbursement acknowledgement file that you need to import, **diod01op.005**. Import this file to see if it contains the booking information for your records. After you import the file, review one of the records to see the updated booked status.

Unit 6


Reconciliation
Export Data

Reconciliation

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Objectives

At the end of this lesson you should be able to

1. Identify the elements of the Direct Loan School Account Statement (DLSAS)
2. Use the Import function to import and print the DLSAS
3. Understand the responsibilities of the Loan Origination Center and the school in reconciliation
4. Identify and resolve discrepancies
5. Use the Import function to create a loan detail exception report

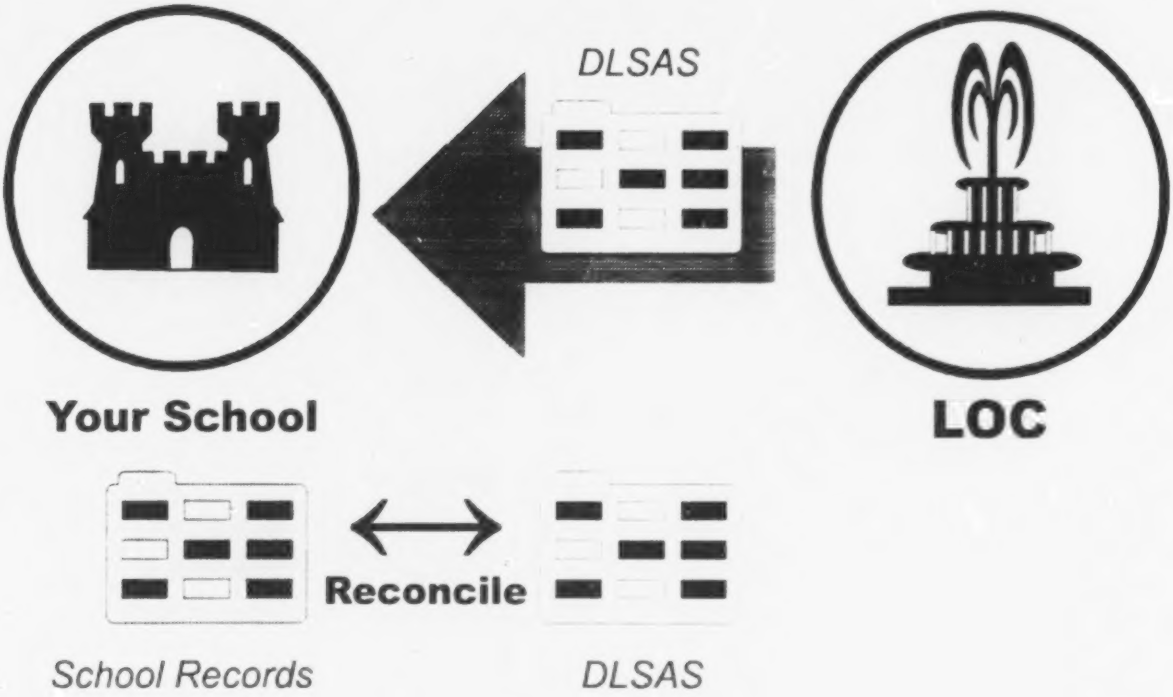
Defining Reconciliation

Reconciliation in the Direct Loan Program is the process by which the Direct Loan cash balance reported by the Loan Origination Center is reviewed and compared by the school with the school's internal records on a monthly basis. The LOC will initiate the reconciliation process by generating and sending the Direct Loan School Account Statement (DLSAS).

Direct Loan School Account Statement (DLSAS)

The DLSAS will be sent using the Message class DSAS01OP and Batch type AS. This electronic file may be imported and formatted for printing a report that will look similar to a bank statement.

A DLSAS is generated for each Direct Loan School at the end of each calendar month. Schools will receive the DLSAS on approximately the same date each month. In order to comply with the reconciliation requirement, each school is responsible for reviewing and comparing each DLSAS to their internal records to ensure the accuracy of the data on both the school's system and the LOC's system.



Ending Cash Balance

The ending cash balance on the monthly statement represents the Department of Education's cash balance for the school. It is the responsibility of the school to verify that balance with the school's internal records and to correct any discrepancies. At the conclusion of a school's processing for an academic year, the ending cash balance for a school should be zero. School cash receipts (or drawdowns) should equal disbursements and Returned excess cash.

Note: A separate DLSAS will be sent for each academic year that the school participates in the Direct Loan Program, until that academic year is closed out as directed by the department. Since it is possible that up to three academic years may be open at one time, a school may receive up to three statements for each month.

DLSAS Reports

When the school imports the DLSAS, the following reports are created:

- Cash Summary
- Cash Detail
- Loan Detail (optional)

Cash Summary

The Cash Summary for each month begins with the ending cash balance from the previous month. At the beginning of each academic year, the beginning cash balance is zero.

The Cash Summary provides the total of all cash receipts received by the school during the month as reported to the LOC by the Department of Education's Grants Administration and Payment System (GAPS). It also provides the total amount of excess cash returned by the school and received by the LOC during the month. Cash receipts will be included in the statement for the month the school received the drawdown. Return of excess cash transactions will also be included on the statement for the month in which the excess cash was received by the LOC. The Total Net Cash Receipts reports the difference between reported cash receipts (drawdowns) minus reported return of excess cash.

The Cash Summary also provides totals for all actual disbursements and adjustments acknowledged by the LOC during the month for booked loans only. Disbursement transactions are included on the statement for the month in which the transaction was acknowledged by the LOC, regardless of the date of the transaction.

For example, a disbursement dated September 30 that is received and acknowledged by the LOC on October 2 will be included in the October DLSAS. The Total Booked Loan Detail reports the sum of Net Booked Disbursements and Net Booked Adjustments. The ending cash balance indicates the cash balance at the end of each month for all cash transactions and disbursement transactions for booked loans.

The Cash Summary also summarizes all accepted net disbursements and net adjustments reported by the school to the LOC for loans that have not booked by the end of the month.

Cash Detail

The Cash Detail part of the DLSAS list individual cash receipts and returns of excess cash by date. Information in the cash detail section should be compared with the school's internal records and bank statements. The LOC obtains this information directly from GAPS for drawdowns and the LOC's own records for excess cash returned.

Cash Detail records are sorted in ascending transaction date order and, if appropriate, includes a check number or GAPS control number.

Loan Detail (optional)

Schools have the option of receiving only the Cash Summary and Cash Detail portions of DLSAS (i.e., without loan detail records). If you decide not to receive the loan detail on a regular basis, you can request the loan detail for any previous monthly statement by calling your service representative at the LOC.

The DLSAS file will include the following information for schools who choose to receive loan detail:

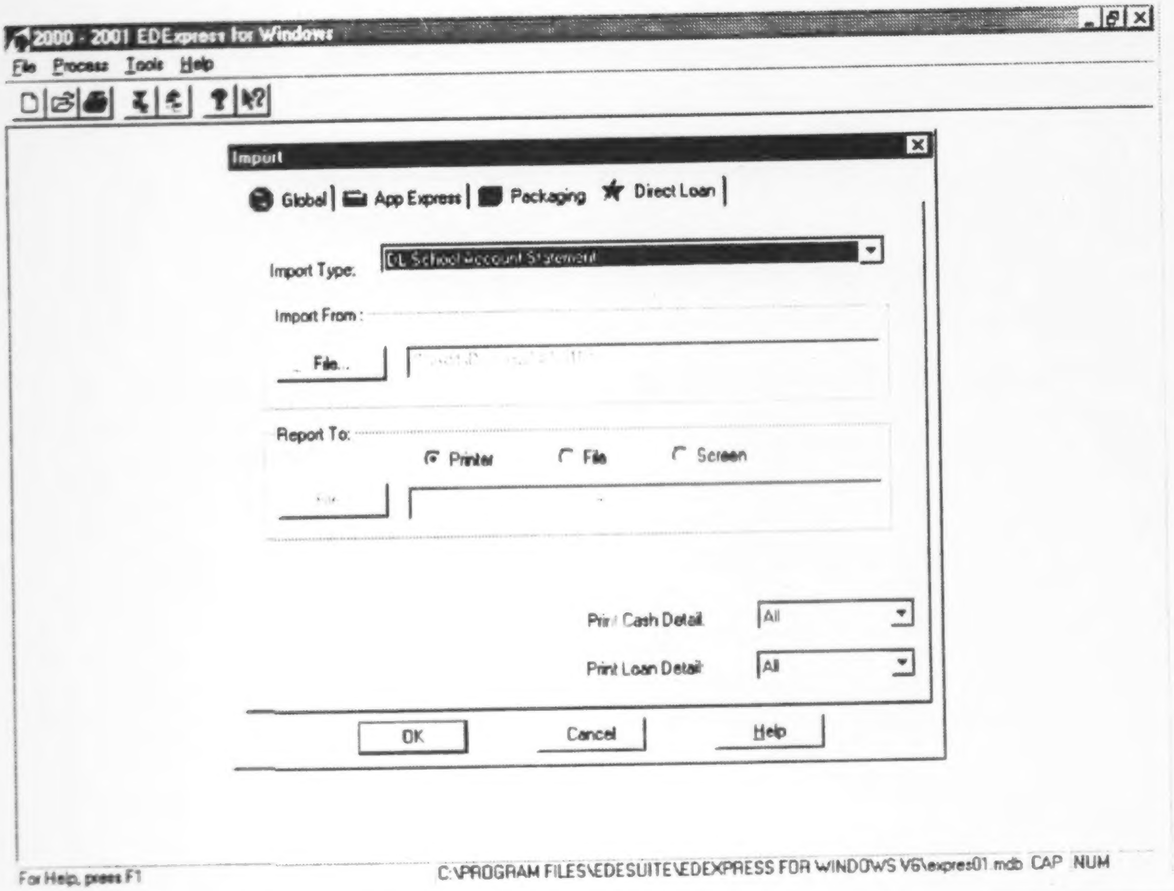
- Booked disbursement transactions acknowledged during the month, sorted by Loan ID
- Accepted but unbooked disbursement transactions for the academic year as of the end of the monthly statement
- Disbursement Booked Date at the LOC.
- Adjusted Disbursement Date transactions ("Q" transactions") are NOT reported on the DLSAS.

Importing the DLSAS

To import the DLSAS, click **File/import** or click the **import** icon.

Select the **Direct Loan** tab.

Click the down arrow in the Import Type box and select **DL School Account Statement**.


2000 - 2001 EDExpress for Windows
File Process Tools Help
Import
Global
App Express
Packaging
Direct Loan
File...
OK
Cancel
Help
For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb CAP NUM

Import Type: DL School Account Statement

Import From :

Report To: ● Printer ○ File ○ Screen

Print Cash Detail: All

Print Loan Detail: All

Click ***File***

Select ***DSAS01OP.dat***

Select **Screen**

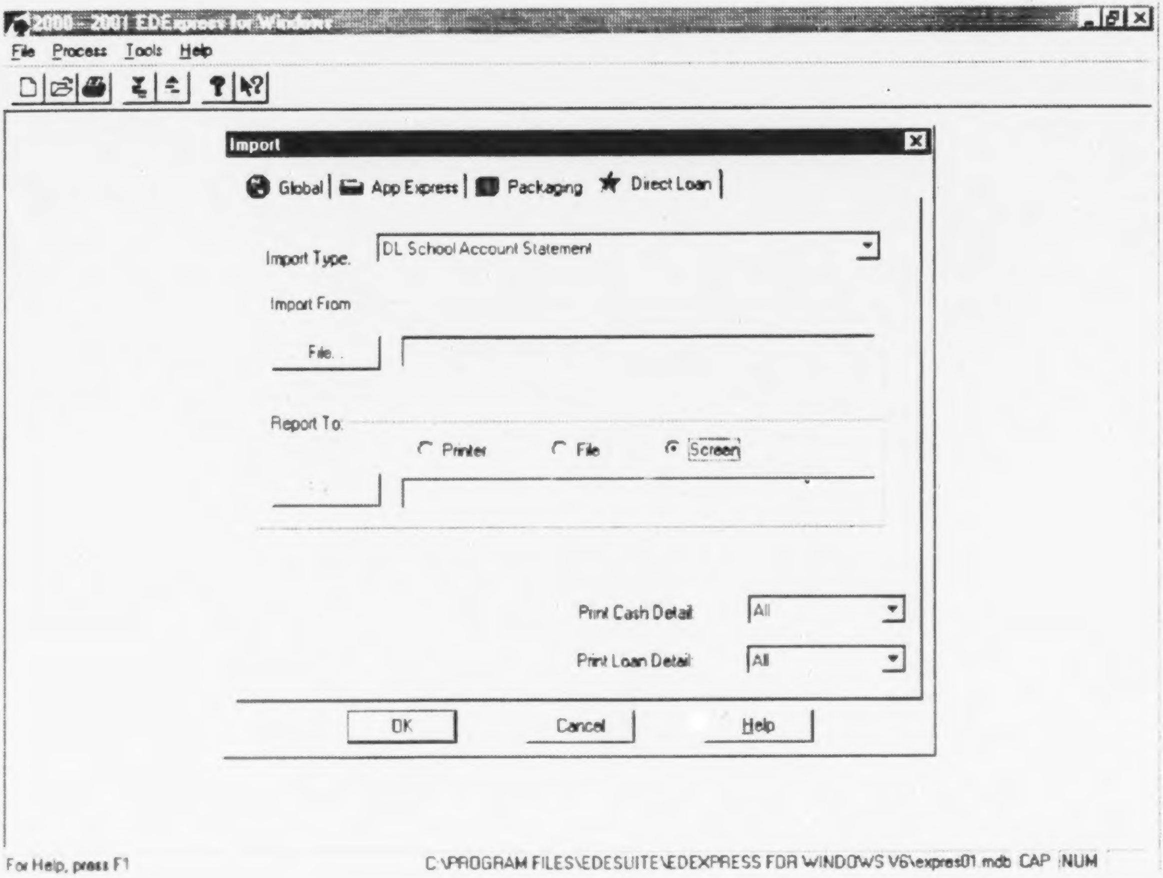
Select ***All*** *for Print Cash Detail*

Select ***All*** *for Loan Detail*

The DLSAS may be viewed on your computer's screen, saved to a file for printing at a later time, or routed to a printer for an immediate hard copy

You have three options for printing Cash Detail information: all cash data, data for receipts of cash only, or data for excess cash receipts only

You also have thee options for printing the loan detail portion of the report: all disbursement transactions, data for booked disbursements and adjustments only, or data for unbooked disbursements and adjustments only


2000 - 2001 EDExpress for Windows
File
Process
Tools
Help
Import
Global
App Express
Packaging
Direct Loan
Import From
File...
OK
Cancel
Help
For Help, press F1

Import Type: DL School Account Statement

Report To: ○ Printer ○ File ● Screen

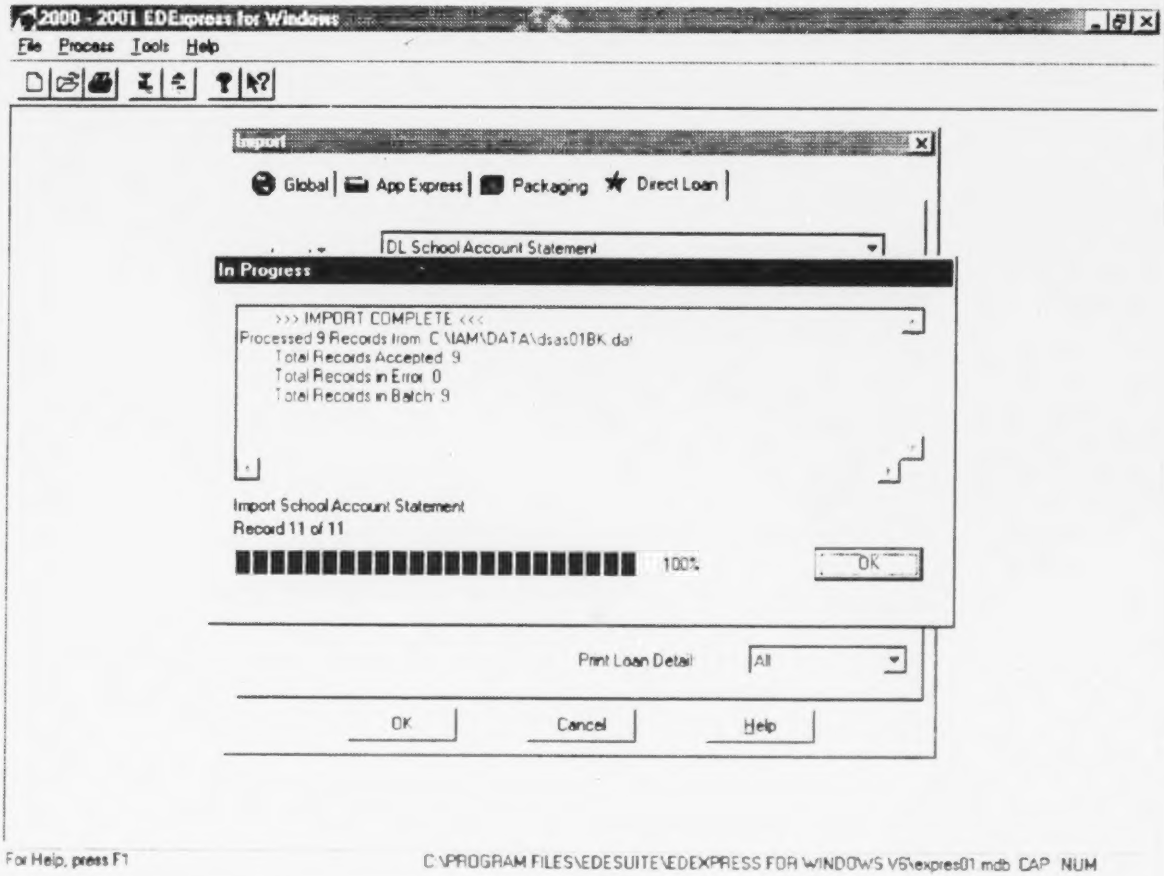
Print Cash Detail: All

Print Loan Detail: All

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb CAP NUM

The In Progress bar shows the details of the import

*Click **OK** to begin the import. A progress bar shows the import taking place*



```
>>> IMPORT COMPLETE <<<
Processed 9 Records from C:\IAM\DATA\dsas01BK.dat
     Total Records Accepted: 9
     Total Records in Error: 0
     Total Records in Batch: 9
```

Import School Account Statement
Record 11 of 11

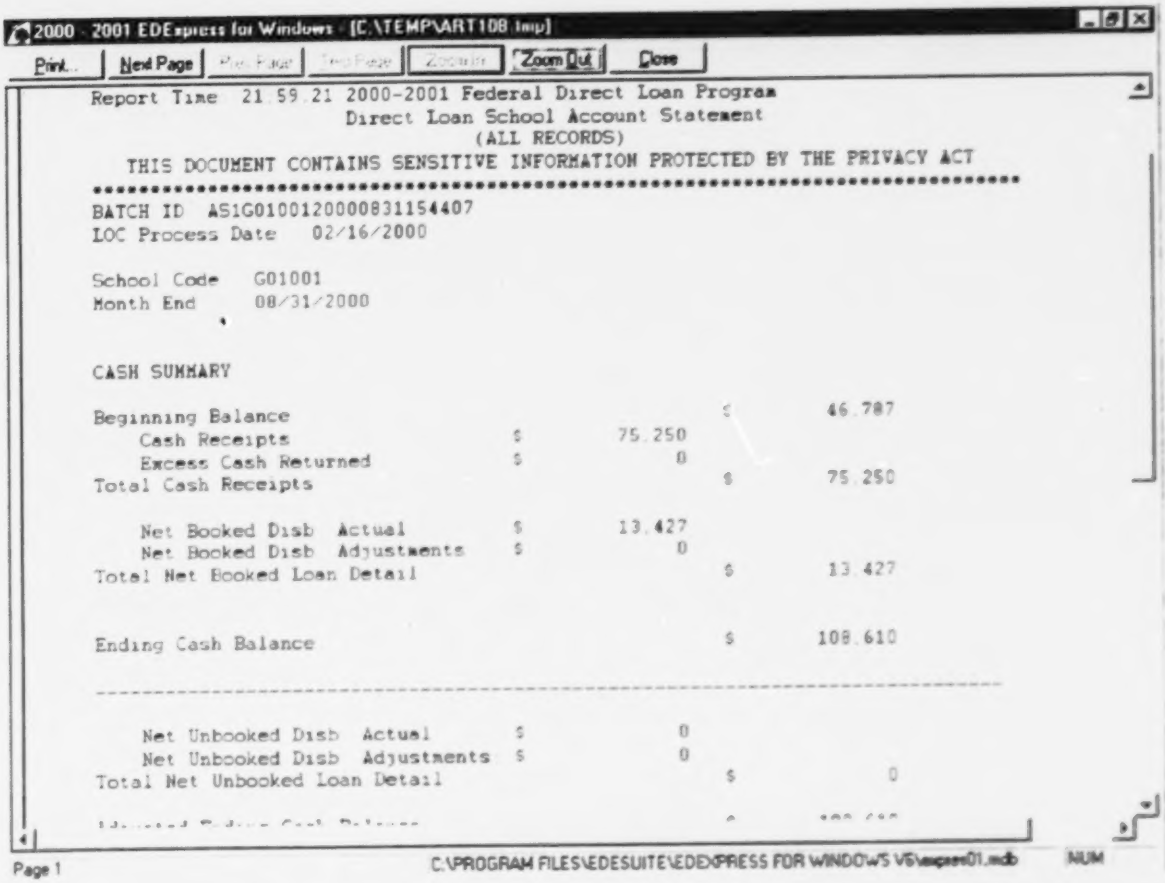
100%

Print Loan Detail: All

2000 - 2001 EDExpress for Windows
File Process Tools Help
Import
Global
App Express
Packaging
Direct Loan
DL School Account Statement
In Progress
OK
OK
Cancel
Help
For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb CAP NUM

Click ***Next Page****.*

The first portion of the DLSAS is the Cash Summary



2000 - 2001 EDExpress for Windows - [C:\TEMP\ART108.tmp]
Print...
Next Page
Prev Page
Two Page
Zoom In
Zoom Out
Close
Page 1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb
NUM

```
Report Time  21:59:21 2000-2001 Federal Direct Loan Program
                      Direct Loan School Account Statement
                                 (ALL RECORDS)
  THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*******************************************************************************
BATCH ID  AS1G01001200008311544O7
LOC Process Date   02/16/2000

School Code   G01001
Month End     08/31/2000


CASH SUMMARY

Beginning Balance                                         $        46,787
    Cash Receipts                    $        75,250
    Excess Cash Returned             $             0
Total Cash Receipts                                       $        75,250

    Net Booked Disb  Actual          $        13,427
    Net Booked Disb  Adjustments     $             0
Total Net Booked Loan Detail                              $        13,427


Ending Cash Balance                                       $       108,610

-------------------------------------------------------------------------------

    Net Unbooked Disb  Actual        $             0
    Net Unbooked Disb  Adjustments   $             0
Total Net Unbooked Loan Detail                            $             0
```

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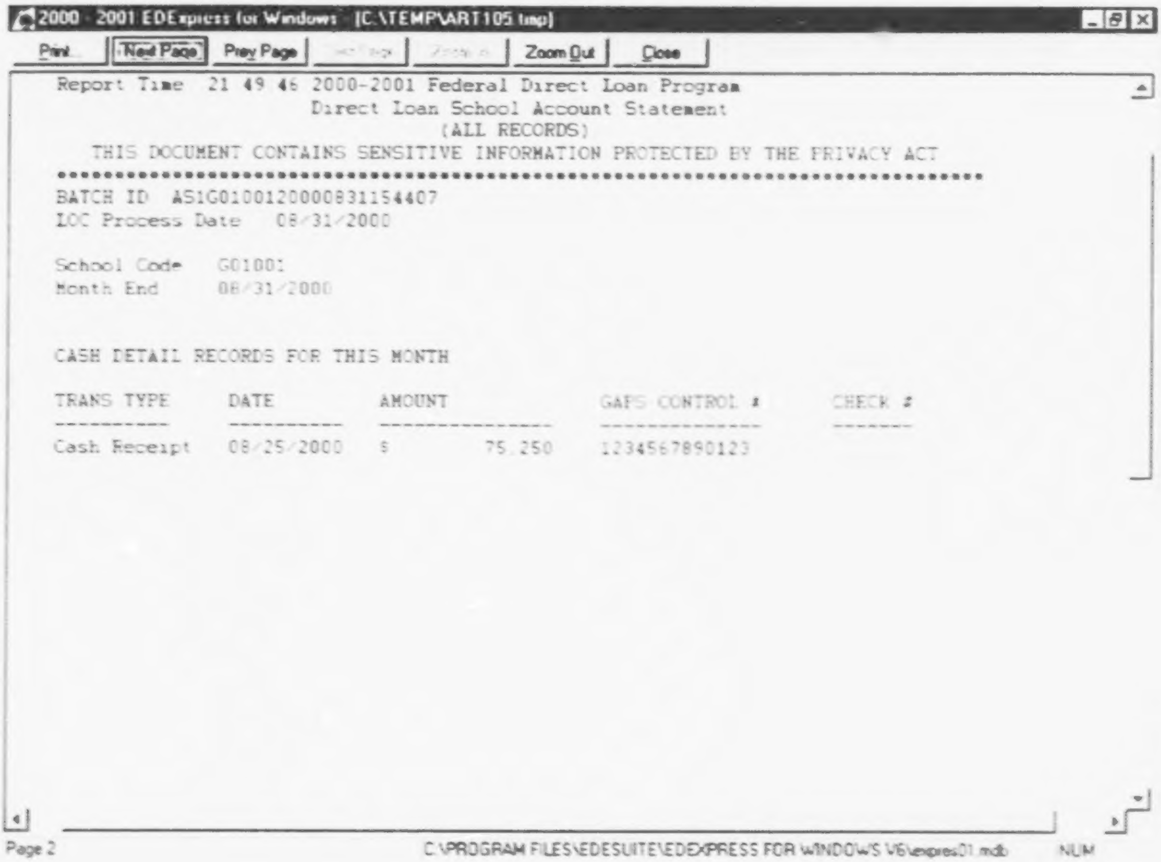
The second portion of the DLSAS is the Cash Detail

Click ***Next Page***.


2000 - 2001 EDExpress for Windows - [C:\TEMP\ART105.tmp]
Print...
Next Page
Prev Page
Zoom Out
Close
Page 2
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb
NUM

```
Report Time  21 49 46 2000-2001 Federal Direct Loan Program
                         Direct Loan School Account Statement
                                    (ALL RECORDS)
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
********************************************************************************
BATCH ID  AS1G01001200008311544O7
LOC Process Date   08/31/2000

School Code   G01001
Month End     08/31/2000


CASH DETAIL RECORDS FOR THIS MONTH

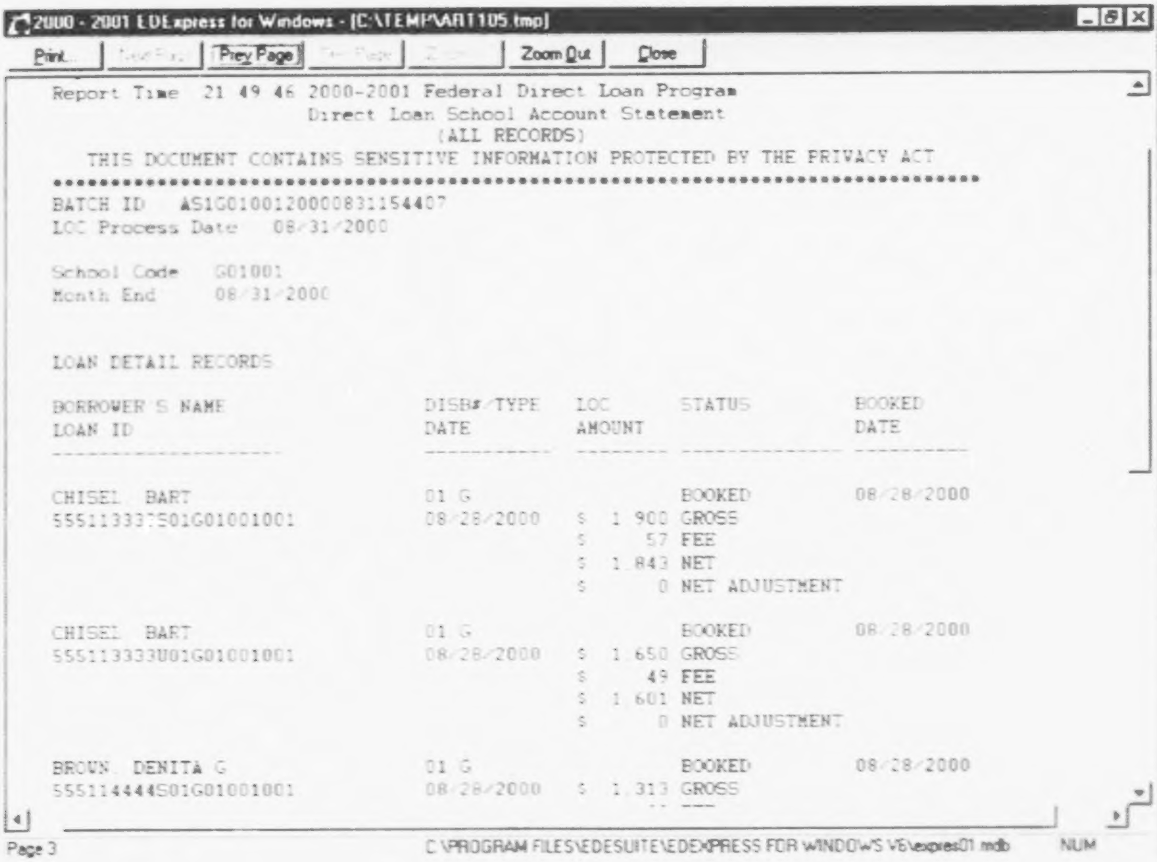
TRANS TYPE     DATE         AMOUNT                GAPS CONTROL #      CHECK #
----------     ----------   ---------------       --------------      -------
Cash Receipt   08/25/2000   $         75,250      1234567890123
```

*Click **Close** to exit the report*

*Remember, when reviewing this at your school, you can print from this view by clicking the **Print...** button*

The final portion of the DLSAS is the loan detail

Remember, this part of the report is optional. You can request not to receive the loan detail if you choose by calling the Loan Origination Center


2000 - 2001 EDExpress for Windows - [C:\TEMP\AR1105.tmp]
Print...
Prev Page
Zoom Out
Close
Page 3
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb
NUM

```
Report Time  21 49 46 2000-2001 Federal Direct Loan Program
                     Direct Loan School Account Statement
                                (ALL RECORDS)
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*************************************************************************
BATCH ID   AS1G01001200008311544O7
LOC Process Date   08/31/2000

School Code   G01001
Month End     08/31/2000


LOAN DETAIL RECORDS

BORROWER S NAME                 DISB#/TYPE  LOC       STATUS          BOOKED
LOAN ID                         DATE        AMOUNT                    DATE
--------------------            ----------  --------  --------------  ---------

CHISEL  BART                    01 G                  BOOKED          08/28/2000
555113333S01G01001001           08/28/2000  $  1 900  GROSS
                                            $     57  FEE
                                            $  1 843  NET
                                            $      0  NET ADJUSTMENT

CHISEL  BART                    01 G                  BOOKED          08/28/2000
555113333U01G01001001           08/28/2000  $  1 650  GROSS
                                            $     49  FEE
                                            $  1 601  NET
                                            $      0  NET ADJUSTMENT

BROWN  DENITA G                 01 G                  BOOKED          08/28/2000
555114444S01G01001001           08/28/2000  $  1,313  GROSS
```

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Reconciling the DLSAS

Each month, all schools must reconcile the ending cash balance reflected in the DLSAS Cash Summary with the cash balance reflected in the school's internal records. The school should compare the DLSAS Cash Summary totals for cash receipts, excess cash, and booked disbursement transactions with the school's totals for these transactions. Schools should take into consideration any timing differences when analyzing discrepancies.

When discrepancies arise between what the DLSAS represents as booked disbursement transactions and what is reflected on the schools system as booked disbursement transactions, the school should make sure that all loan origination records, promissory notes, disbursement transactions have been submitted to the LOC, and all acknowledgements have been imported.

Steps to Take Before the End of the Month

Before you resolve your cash and booked loan records with the LOC data, you should do the following:

1. Import all pending acknowledgements. Receive and import all full summary acknowledgements, all promissory note confirmation acknowledgements, and all disbursement acknowledgements.

   You must import the Booking Status Notification (DIOD01OP, Batch type #B). This acknowledgement provides the Booked Status and Booked Date for each disbursement and adjustment booked at the Loan Origination Center. Upon import, this acknowledgement update EDExpress and indicates the booked status and booked date within your system. The Disbursement Acknowledgement (DI01OP, type #H) and the Promissory note Acknowledgement (DIPA01OP) no longer update the booked status.

2. Export all pending data. Export and transmit all full loan origination records. Mail promissory notes with the shipping manifest to the LOC. Export and transmit all disbursement records, including adjustments.
3. Allow enough time for pending items to return acknowledged from the LOC (a wait of five business days is recommended).
4. Check your batch activity list for any unconfirmed batches. Import missing acknowledgements.
5. Reconcile your bank account. Review cash receipts (drawdown) and return of excess cash activity in your internal accounting system with your school's bank account.
6. Run the Booked Status Measurement Tool. This report provides a review of booked and unbooked records on the database. It can be used to compare EDExpress Direct Loan data with LOC data received in the DLSAS.
7. Back up your system regularly. You should also back up before any major processing task, such as running the Booked Status Measurement Tool. Check your backup to ensure that your data is backing up properly.

Steps to Reconciling the DLSAS

1. Compare the balances on the DLSAS Cash Summary to your internal accounting records
2. Compare cash detail information on the DLSAS to your internal accounting records and bank account statement. Cash summary and cash detail information on the DLSAS should reconcile to your internal accounting records, allowing for timing differences between the date of the transaction activity and the end of the month. If not, then proceed to step 4
3. Create reports and queries as necessary to determine whether all disbursement records have been submitted to the LOC and all acknowledgements have been imported by the school
4. Create reports and queries as necessary to compare booked and unbooked records on your system with the DLSAS. Resolve any differences between booked and unbooked records by identifying timing differences or submitting/importing missing data
5. If, after completing the above steps, the school has not reconciled the DLSAS, the school can send a file of either booked or unbooked transactions to the LOC to be compared with the LOC records. The LOC will send the Loan Detail Exception Report to the school which will identify all differences between those records sent by the school and records at the LOC

EDExpress Measurement Tools

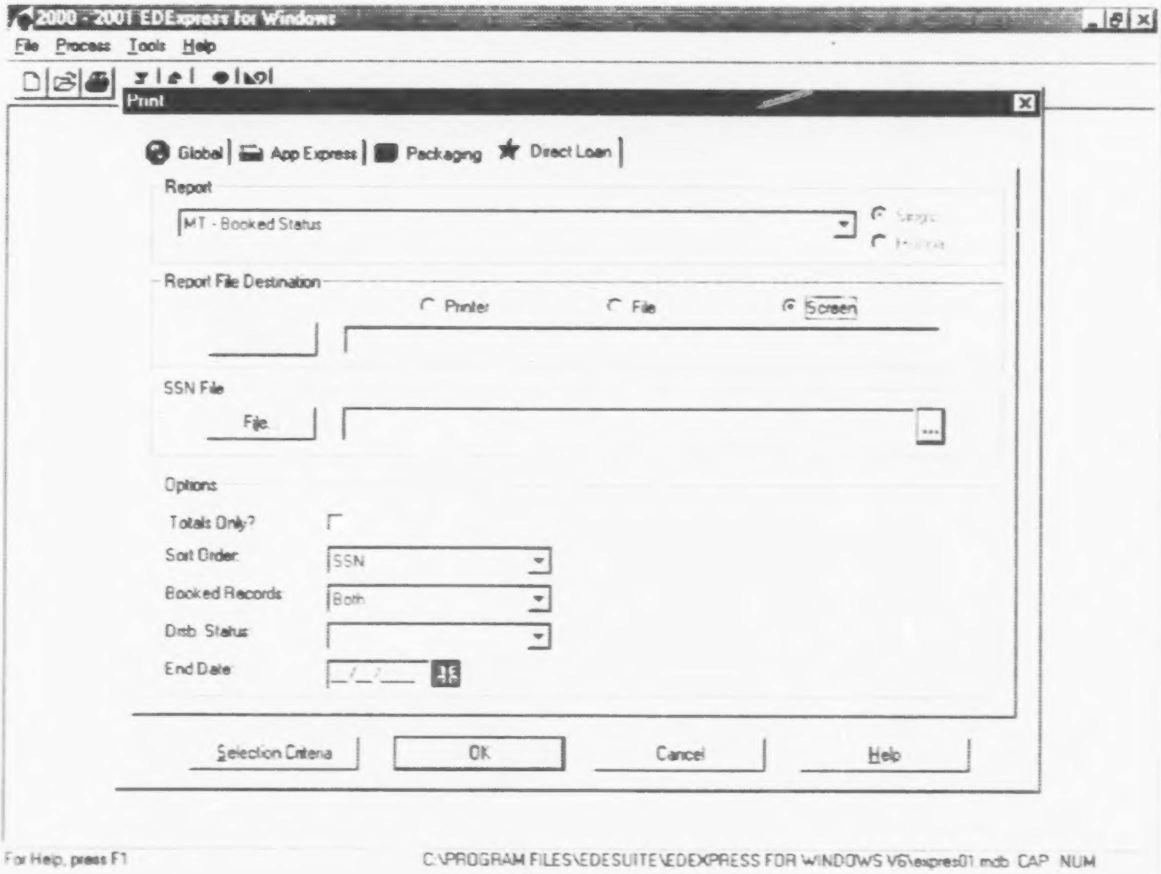
To assist schools in determining which loans have not yet booked, EDExpress provides a number of tools to identify and help resolve discrepancies, such as the Booked Status Report and the Cash Summary List. These reports will help a school identify those loans on the school's system which have not yet booked and will indicate which booking component, either the promissory note or the disbursement record, remains outstanding in order to book the loan.

*To print the Booked Status Report click **File/ Print**.*

*Select the **Direct Loan** tab*

Click the down arrow in the Report field and select MT-Booked Status

*Select **Screen** as the Report File Destination*


2000 - 2001 EDExpress for Windows
File
Process
Tools
Help
Print
Global
App Express
Packaging
Direct Loan
Printer
File
File...
Selection Criteria
OK
Cancel
Help

Report: MT - Booked Status

Report File Destination: ○ Printer ○ File ● Screen

SSN File

Options

Totals Only? ☐

Sort Order: SSN

Booked Records: Both

Disb. Status:

End Date: _/_/_

For Help, press F1

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb CAP NUM

*For Booked Records click **Both***

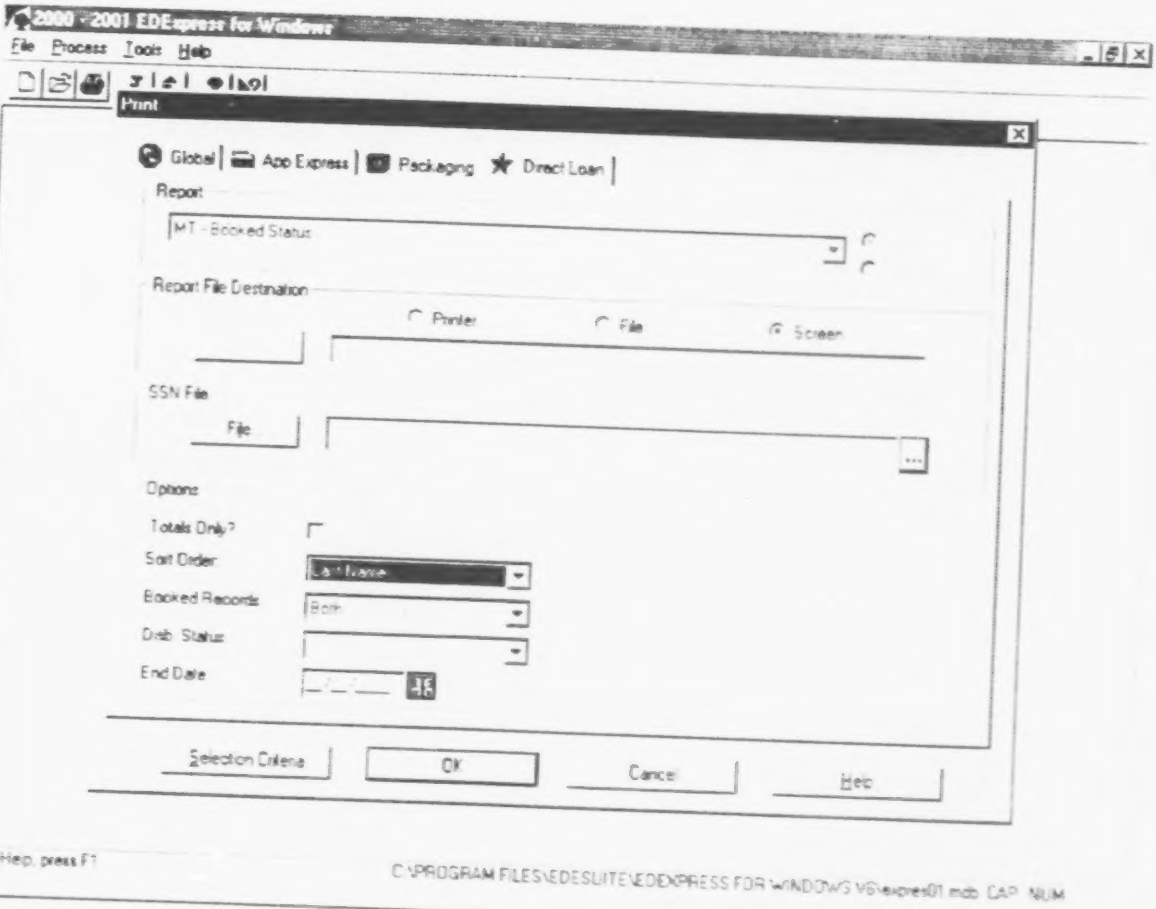
*Select **Last name** as the sort order*

*Click **OK**.*

This screen allows you to select booked records only, unbooked records only, or both

You have the option to sort by SSN, Last Name, Loan ID, or Disbursement Status

Other options allow this report to only include records with a particular Disbursement Status or End date


2000 - 2001 EDExpress for Windows
File
Process
Tools
Help
Print
Global
App Express
Packaging
Direct Loan
Report File Destination
SSN File
File
...
Options
Selection Criteria
OK
Cancel
Help
For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb CAP NUM

Report: MT - Booked Status

○ Printer ○ File ● Screen

Totals Only? ☐

Sort Order: Last Name

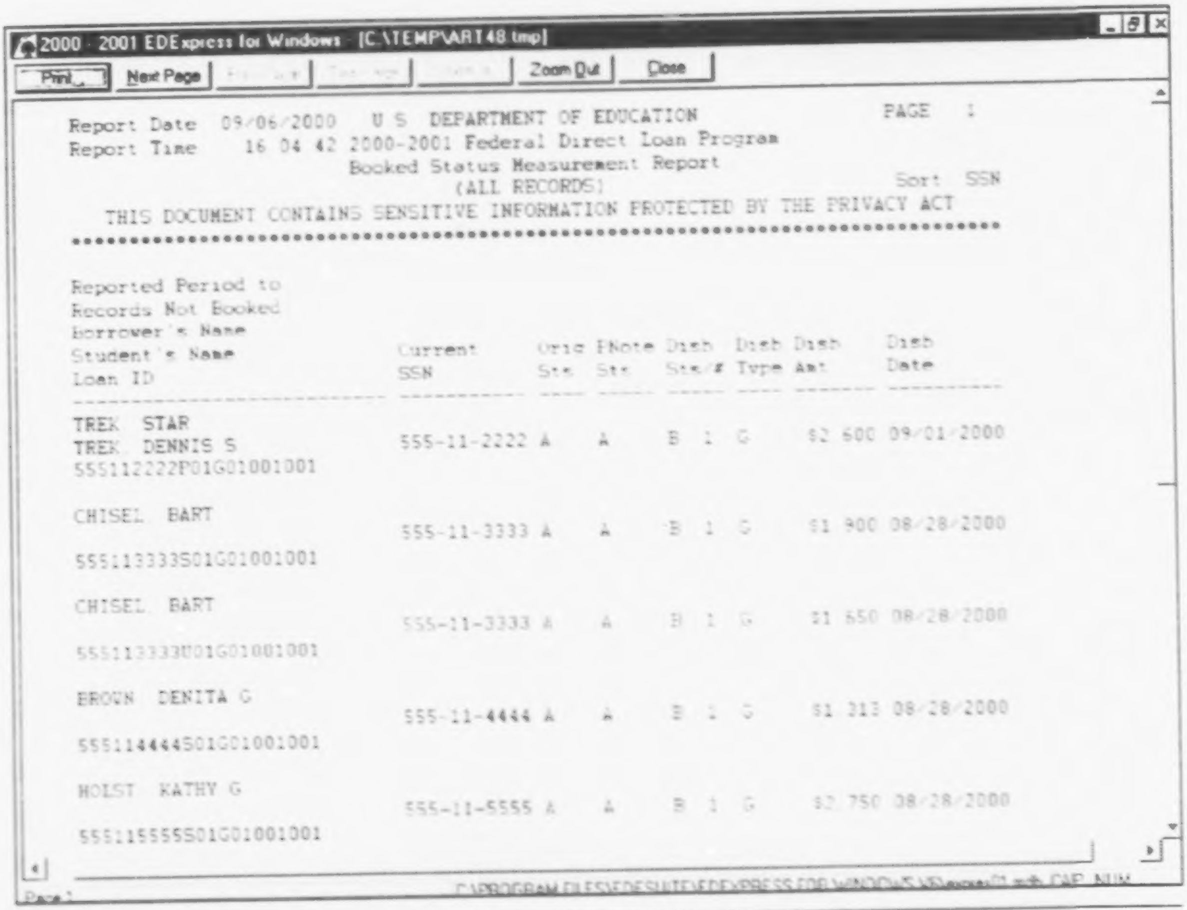
Booked Records: Both

Disb. Status:

End Date: __/__/____

The Booked Status Report shows the loan ID, origination status, prom note status, as well as disbursement status, type, amount and date

Click the ***Next Page*** *button to view more*



```
Report Date  09/06/2000   U S  DEPARTMENT OF EDUCATION              PAGE   1
Report Time    16 04 42 2000-2001 Federal Direct Loan Program
                         Booked Status Measurement Report
                                 (ALL RECORDS)                       Sort  SSN
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
**************************************************************************************

Reported Period to
Records Not Booked
Borrower's Name
Student's Name                Current     Orig PNote Disb  Disb Disb      Disb
Loan ID                       SSN         Sts  Sts   Sts/# Type Amt       Date
----------------------------- ----------- ---- ----- ----- ---- -------- ----------
TREK  STAR
TREK  DENNIS S                555-11-2222 A    A     B  1  G      $2 600 09/01/2000
555112222P01G01001001

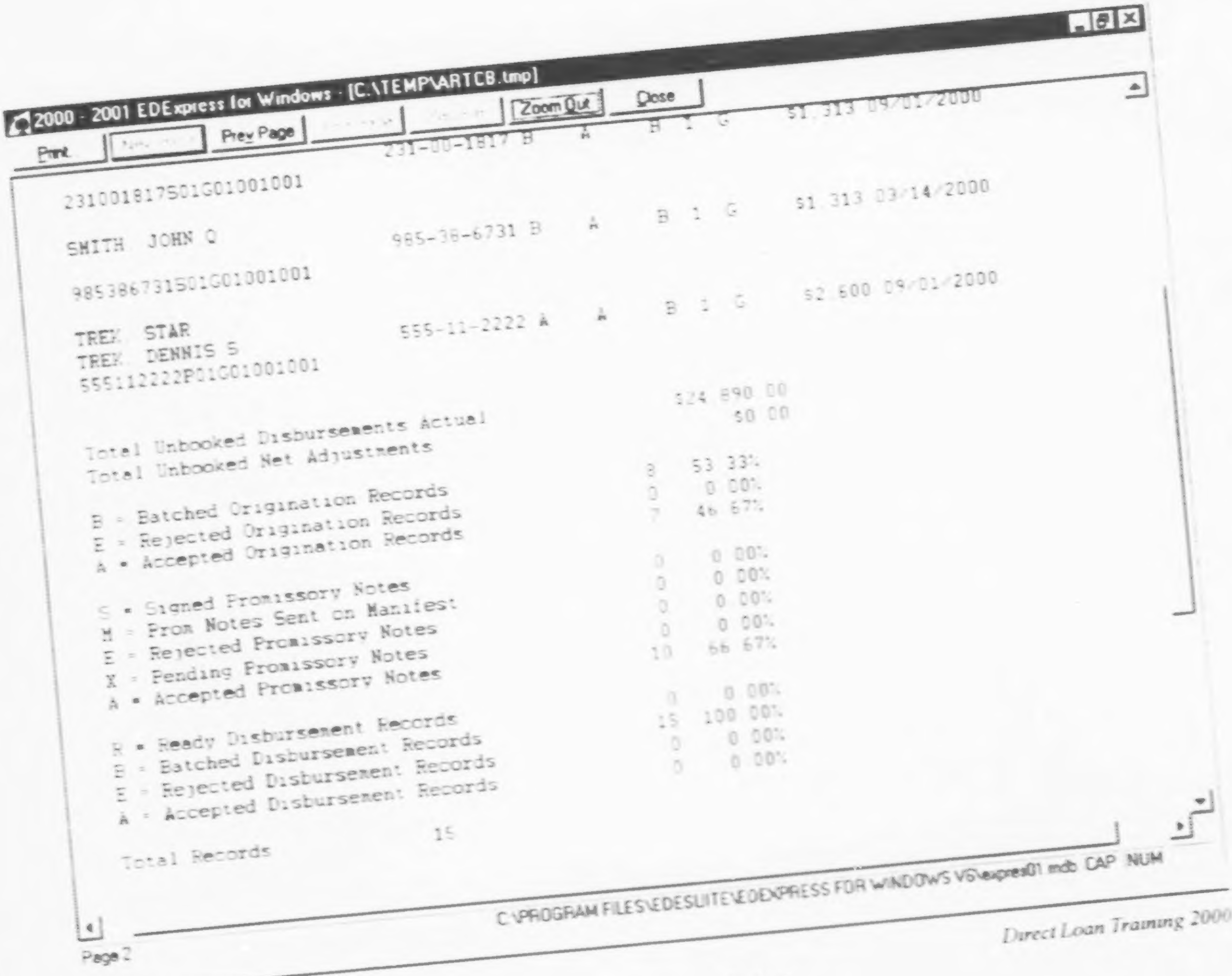
CHISEL  BART
                              555-11-3333 A    A     B  1  G      $1 900 08/28/2000
555113333S01G01001001

CHISEL  BART
                              555-11-3333 A    A     B  1  G      $1 650 08/28/2000
555113333U01G01001001

BROWN  DENITA G
                              555-11-4444 A    A     B  1  G      $1 313 08/28/2000
555114444S01G01001001

HOLST  KATHY G
                              555-11-5555 A    A     B  1  G      $2 750 08/28/2000
555115555S01G01001001
```

Scroll to the end of the report to see a list of totals


2000 - 2001 EDExpress for Windows - [C:\TEMP\ARTCB.tmp]
Print
Prev Page
Zoom Out
Close
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb CAP NUM
Page 2

```
                              231-00-1817 B    A    B 1 G    $1,313 09/01/2000
231001817S01G01001001
                                                            $1,313 03/14/2000
SMITH  JOHN Q                 985-38-6731 B    A    B 1 G
985386731S01G01001001
                                                            $2,600 09/01/2000
TREK  STAR                    555-11-2222 A    A    B 1 G
TREK  DENNIS S
555112222P01G01001001

Total Unbooked Disbursements Actual                 $24,890.00
Total Unbooked Net Adjustments                           $0.00

B = Batched Origination Records                  8    53.33%
E = Rejected Origination Records                 0     0.00%
A = Accepted Origination Records                 7    46.67%

S = Signed Promissory Notes                      0     0.00%
M = Prom Notes Sent on Manifest                  0     0.00%
E = Rejected Promissory Notes                    0     0.00%
X = Pending Promissory Notes                     0     0.00%
A = Accepted Promissory Notes                   10    66.67%

R = Ready Disbursement Records                   0     0.00%
B = Batched Disbursement Records                15   100.00%
E = Rejected Disbursement Records                0     0.00%
A = Accepted Disbursement Records                0     0.00%

Total Records                   15
```

Cash Summary List

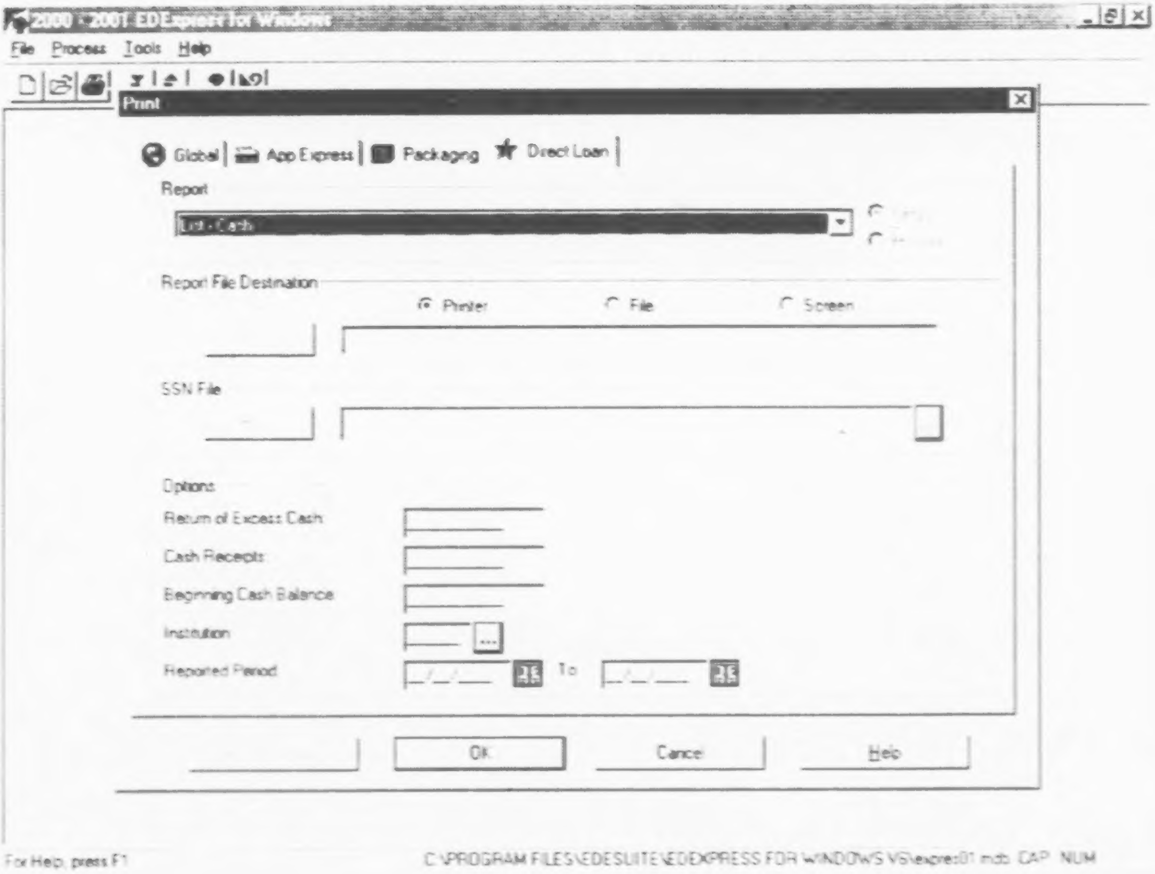
The Cash Summary List provides information on cash activity including return of excess cash and cash receipts. Cash activity is determined by the booked disbursements and user input on the print dialog screen for the specified period. This report also lists calculated total amounts for the beginning and ending cash balances for the period.

To print the Cash Summary List, click ***File/Print.***

Select the ***Direct Loan*** *tab.*

Click the down arrow in the Report field and select ***List Cash.***

Select ***Screen*** *as the Report File Destination.*


2000 - 2001 EDExpress for Windows
File Process Tools Help
Print
Global
App Express
Packaging
Direct Loan
SSN File
Options
Return of Excess Cash
Cash Receipts
Beginning Cash Balance
Institution
Reported Period
To
OK
Cancel
Help
For Help, press F1

Report: List - Cash

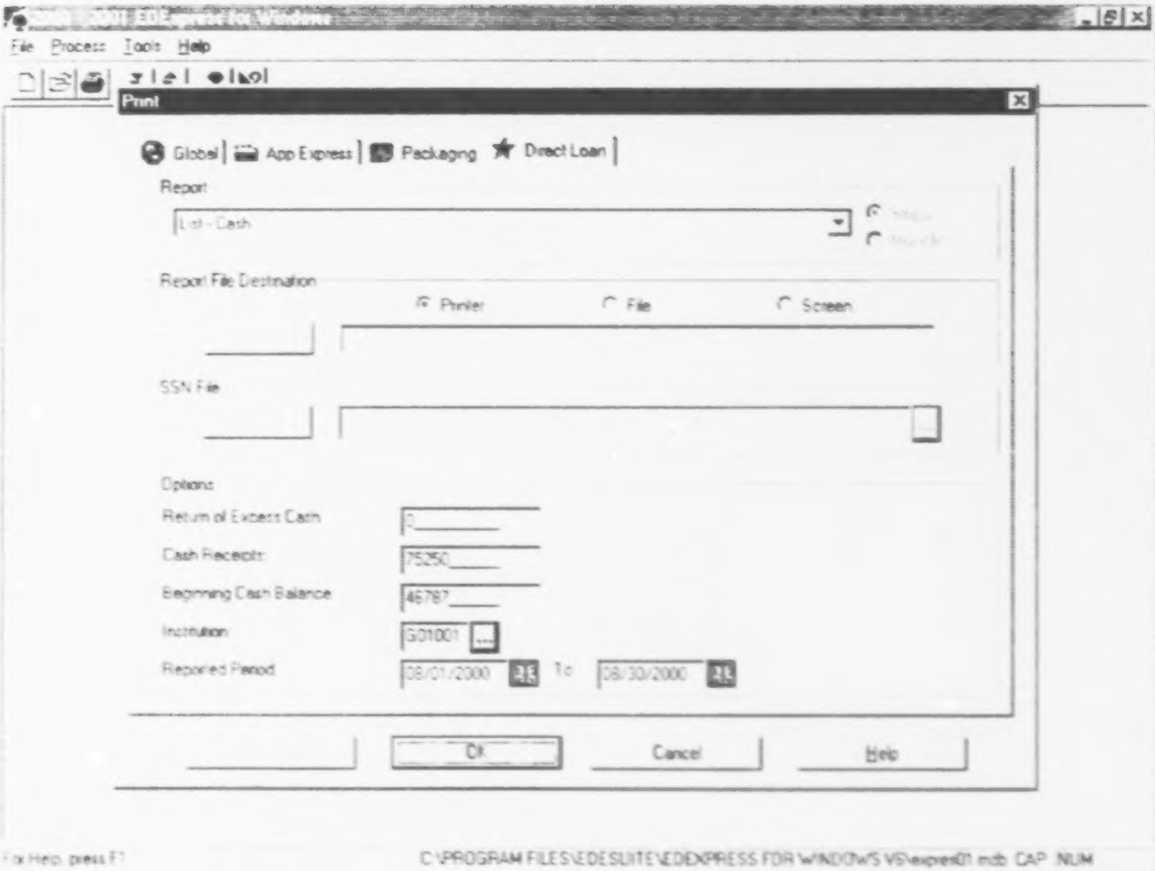
Report File Destination: ● Printer ○ File ○ Screen

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb CAP NUM

Enter your school's Return of Excess Cash, Cash Receipts, and Beginning Cash Balance.

Enter your institution code and the Reported Period.

Click ***OK****.*


2000-2001 EDExpress for Windows
File
Process
Tools
Help
Print
Global
App Express
Packaging
Direct Loan
OK
Cancel
Help
For Help, press F1

Report: List - Cash

Report File Destination: ● Printer ○ File ○ Screen

SSN File:

Options

Return of Excess Cash: 0

Cash Receipts: 75250

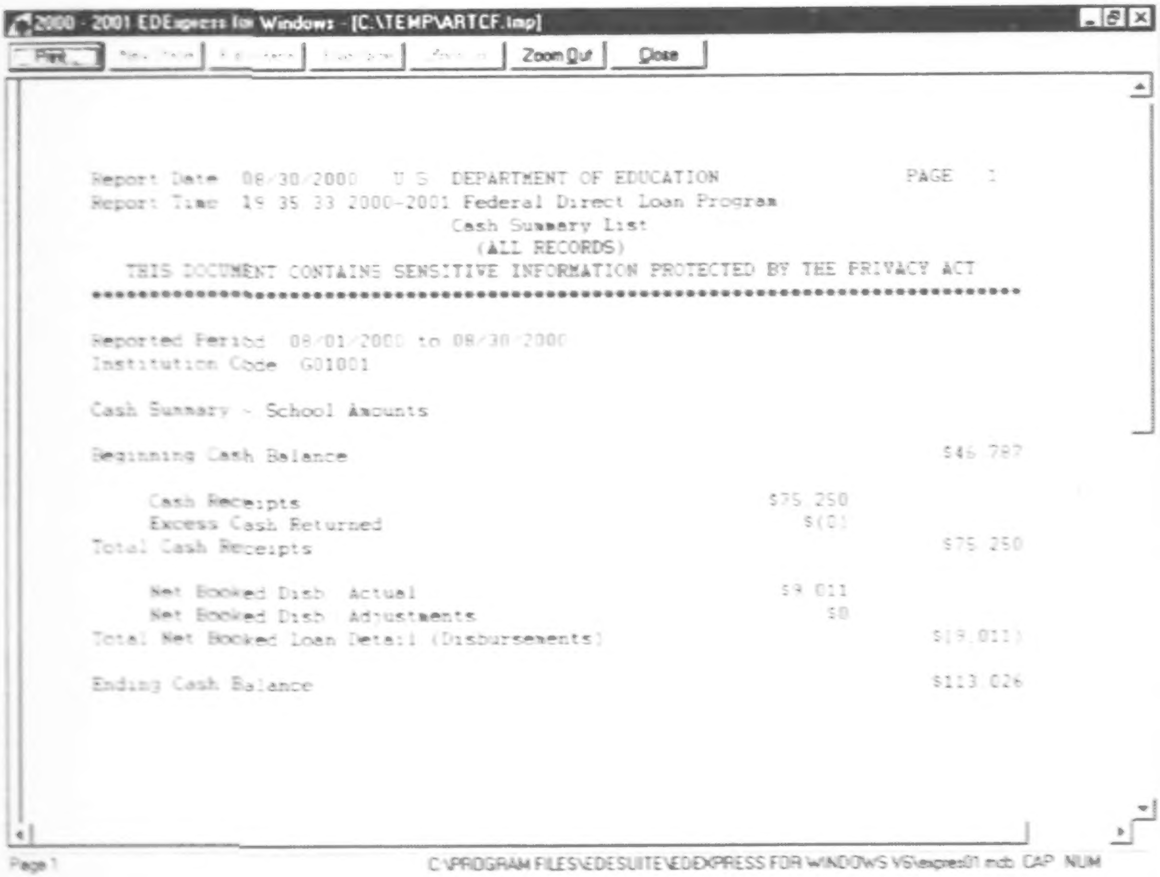
Beginning Cash Balance: 46787

Institution: G01001

Reported Period: 08/01/2000 To 08/30/2000

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb CAP NUM

The Cash Summary List shows your beginning and ending cash balances, as well as cash receipts, excess cash returned, and all booked disbursement and adjustment transactions


2000 - 2001 EDExpress for Windows - [C:\TEMP\ARTCF.tmp]
Print...
Zoom Out
Close
Page 1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb CAP NUM

```
Report Date: 08/30/2000   U.S. DEPARTMENT OF EDUCATION               PAGE   1
Report Time: 19:35:33 2000-2001 Federal Direct Loan Program
                                Cash Summary List
                                  (ALL RECORDS)
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
********************************************************************************

Reported Period: 08/01/2000 to 08/30/2000
Institution Code: G01001

Cash Summary - School Amounts

Beginning Cash Balance                                                  $46,787

     Cash Receipts                                          $75,250
     Excess Cash Returned                                      $(0)
Total Cash Receipts                                                     $75,250

     Net Booked Disb. Actual                                 $9,011
     Net Booked Disb. Adjustments                                $0
Total Net Booked Loan Detail (Disbursements)                           $(9,011)

Ending Cash Balance                                                    $113,026
```

Exporting Loan Detail Records to the LOC/ Requesting Exception Reports from the LOC

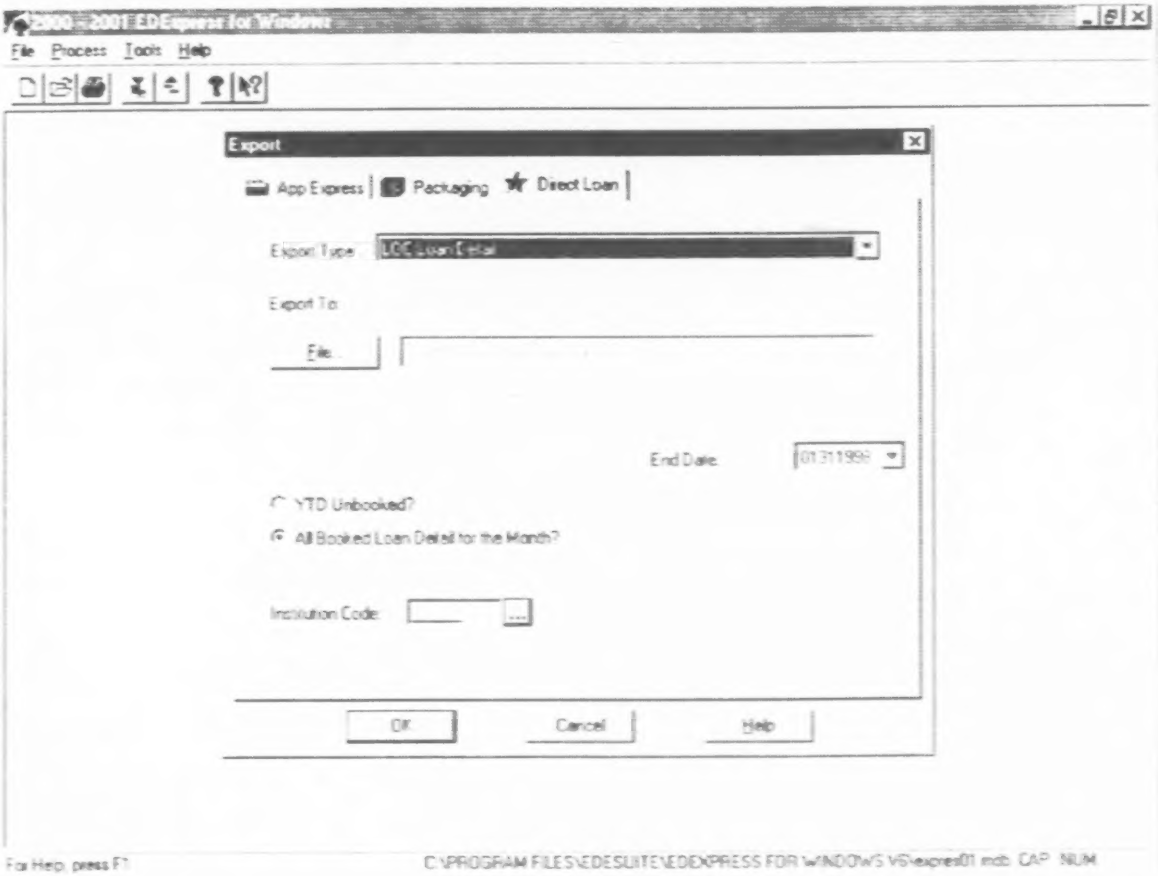
*Click the **Export** icon on the toolbar*

*Select the **Direct Loan** tab*

*Click the down arrow in the Export Type field and select **LOC Loan Detail**.*

An optional process is available to schools to assist them in comparing school data to LOC data. At the school's option, the school can send to the LOC an electronic file of either booked or unbooked transactions to be compared with the LOC records. The file of booked transactions is for a specific month. The file of unbooked transactions contains all unbooked transactions as of the end date.

Note: You cannot request booked and unbooked transactions at the same time.



2000 - 2001 EDExpress for Windows
File Process Tools Help
Export
App Express
Packaging
Direct Loan
File...
OK
Cancel
Help

Export Type: LOC Loan Detail

Export To:

End Date: 01311999

○ YTD Unbooked?

● All Booked Loan Detail for the Month?

Institution Code:

For Help, press F1

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V5\expres01.mdb CAP NUM

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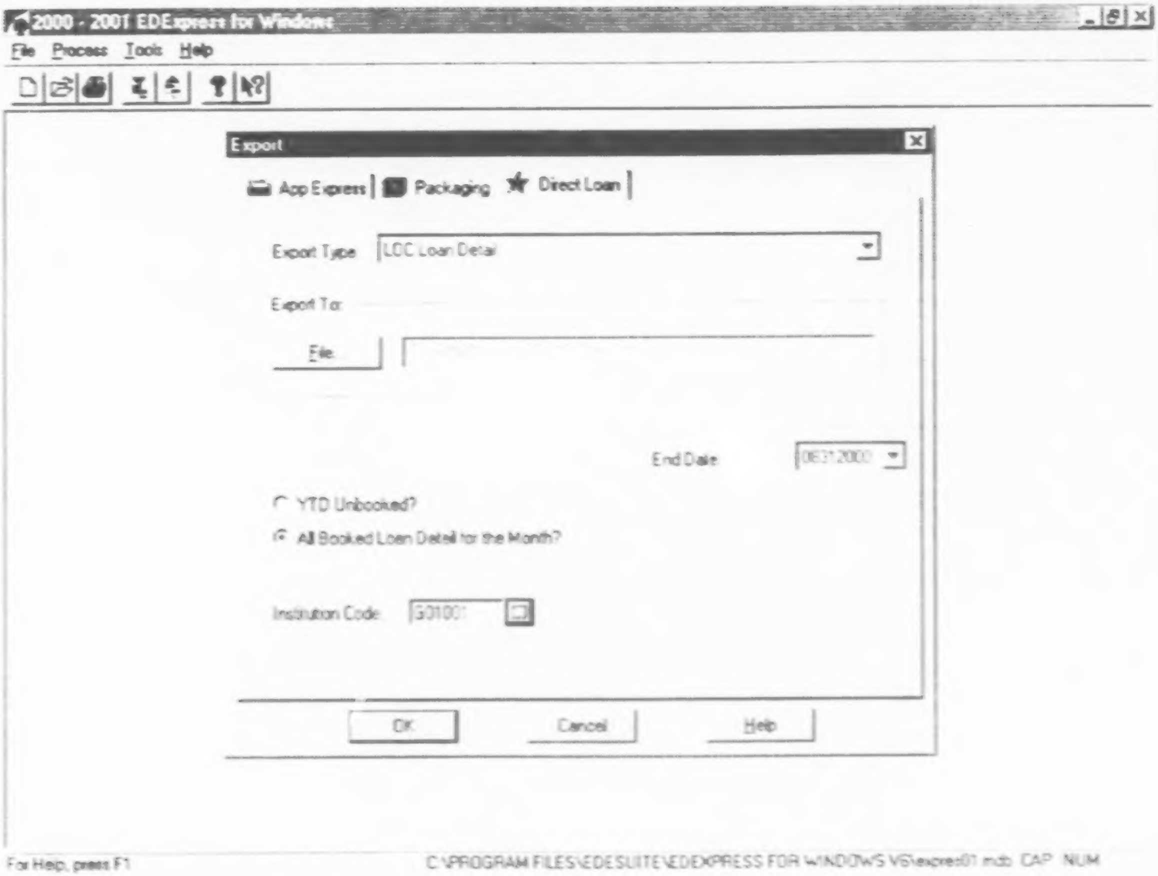
EDExpress requires you to select an end date for this export

You have the option to request Year to Date Unbooked, or all Booked Loan detail for the month You must enter your Institution Code

Click the down arrow in the End Date field and select ***09302000***

Enter ***G01001*** *as the Institution Code*

Click ***OK***.


2000 - 2001 EDExpress for Windows
File
Process
Tools
Help
Export
App Express
Packaging
Direct Loan
Export To:
File
OK
Cancel
Help
For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb CAP NUM

Export Type: LOC Loan Detail

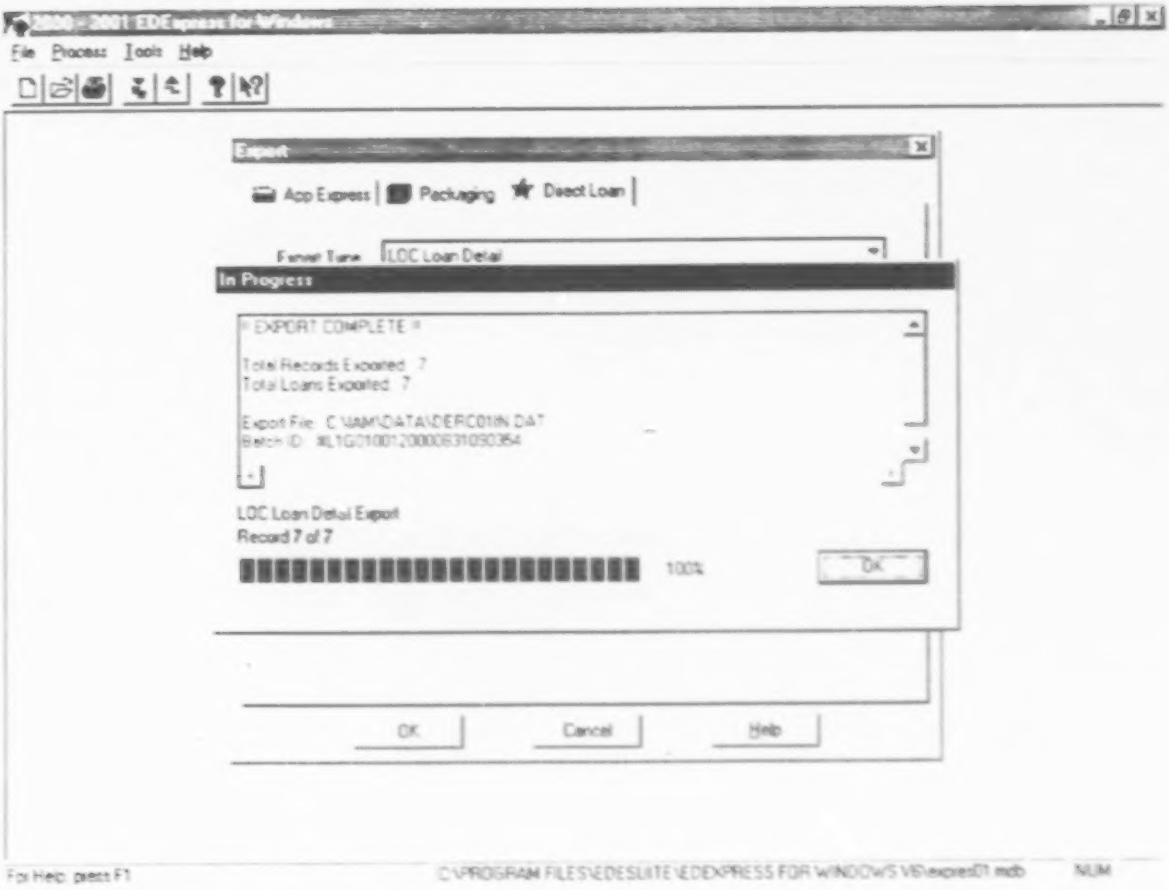
End Date: 08312000

○ YTD Unbooked?

● All Booked Loan Detail for the Month?

Institution Code: G01001

The statistics dialogue box shows the batch ID, the number of records exported, as well as the location of your export file



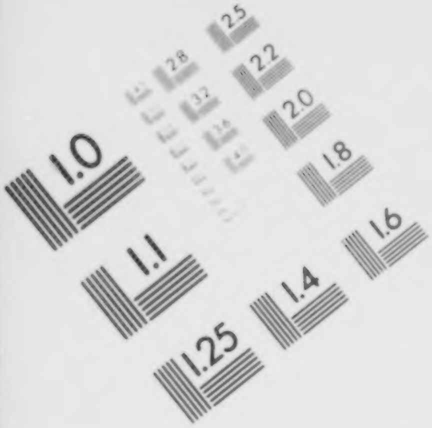
2000 - 2001 EDExpress for Windows
File Process Tools Help
Export
App Express
Packaging
Direct Loan
Export Type
LOC Loan Detail
In Progress
OK
OK
Cancel
Help
For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\express01.mdb
NUM

```
* EXPORT COMPLETE *

Total Records Exported: 7
Total Loans Exported: 7

Export File: C:\AM\DATA\DERC01IN.DAT
Batch ID: #L1G0100120000631090354
```

LOC Loan Detail Export
Record 7 of 7
100%

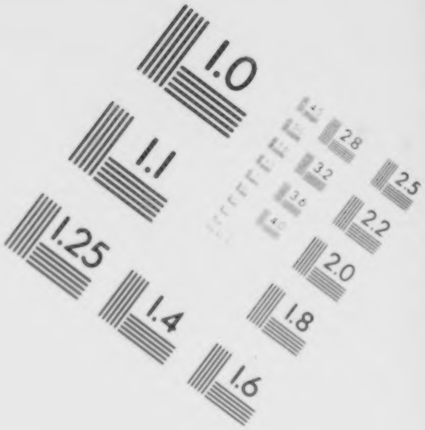


AIIM

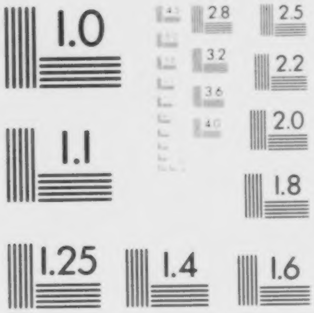
Association for Information and Image Management

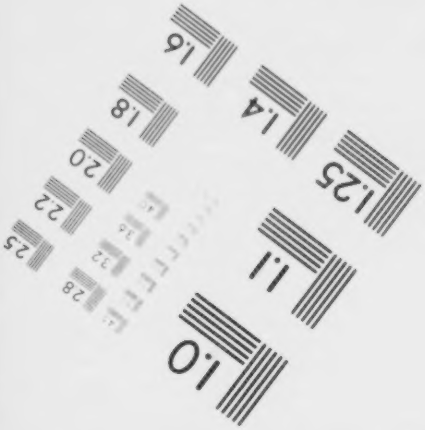
1100 Wayne Avenue, Suite 1100
Silver Spring, Maryland 20910

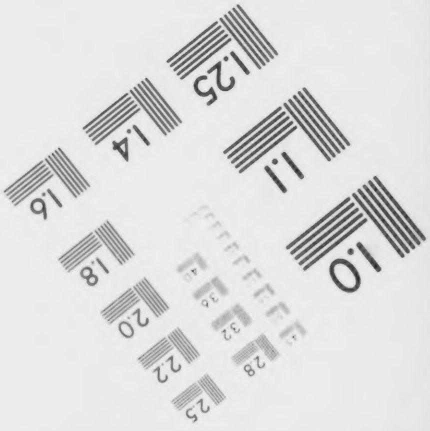
301/587-8202



Centimeter
1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
mm
1
2
3
4
5
Inches


1.0
1.1
1.25
1.4
1.6
1.8
2.0
2.2
2.5
2.8
3.2
3.6
4.0
4.5





MANUFACTURED TO AIIM STANDARDS
BY APPLIED IMAGE, INC.

Loan Detail Exception Reports

Upon receipt of the exported file(s), the LOC will compare the loan detail records sent by the school with the records at the LOC. After comparing the records, an electronic file will be created by the LOC and sent to the school. The school imports the file and creates the loan detail exception report. This report will display all differences between the file of either booked or unbooked records sent by the school to the LOC and the records on the LOC's database. The school can then use the report to assist in resolving discrepancies.

The Exception reports will be returned with the following Message Class

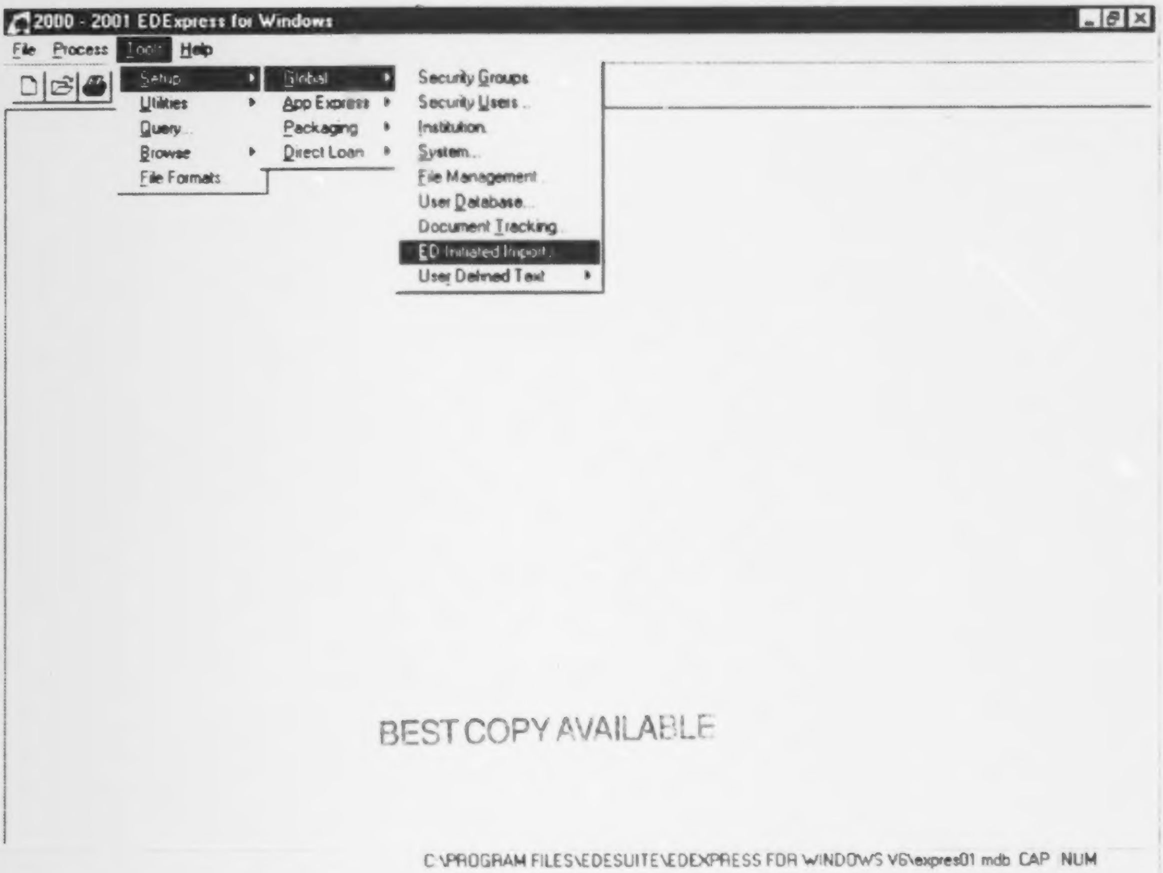
ED0101OP - Data Matching Exception Report for Booked Loans

ED0201OP - Data Matching Exception Report for Unbooked Loans

Exception Report Setup

Click ***Tools/Setup/ Global/ED Initiated Imports...***

In order to import loan detail exception reports, you must first add titles to the setup features in ED Initiated Imports


2000 - 2001 EDExpress for Windows
File
Process
Tools
Help
Setup
Utilities
Query...
Browse
File Formats
Global
App Express
Packaging
Direct Loan
Security Groups
Security Users...
Institution
System...
File Management...
User Database...
Document Tracking...
ED Initiated Import...
User Defined Text
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb CAP NUM

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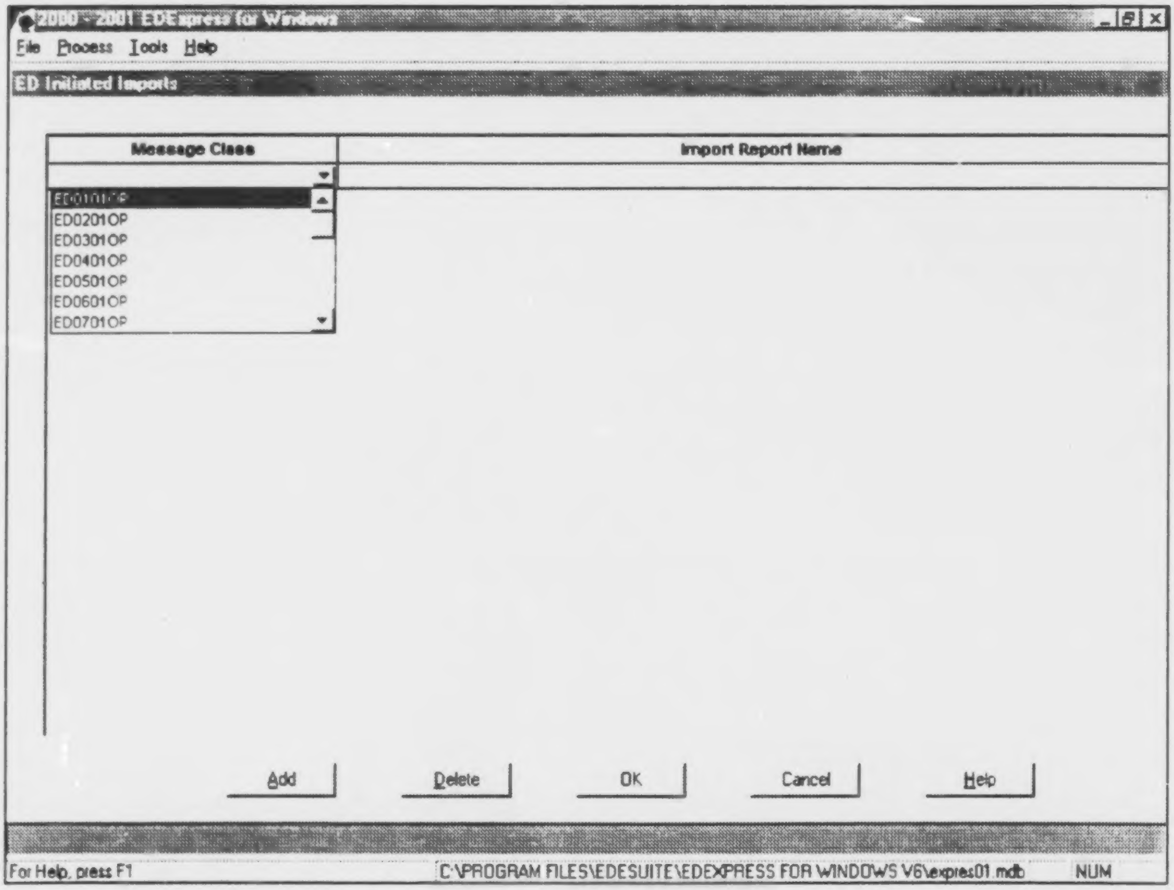
Click the first line in the Message Class field

Click the pull down arrow to reveal the message classes

Select ***ED0101OP****.*


File
Process
Tools
Help
Add
Delete
OK
Cancel
Help

2000 - 2001 EDExpress for Windows

ED Initiated Imports

Message Class	Import Report Name
ED0101OP	
ED0201OP	
ED0301OP	
ED0401OP	
ED0501OP	
ED0601OP	
ED0701OP	

For Help, press F1 C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb NUM

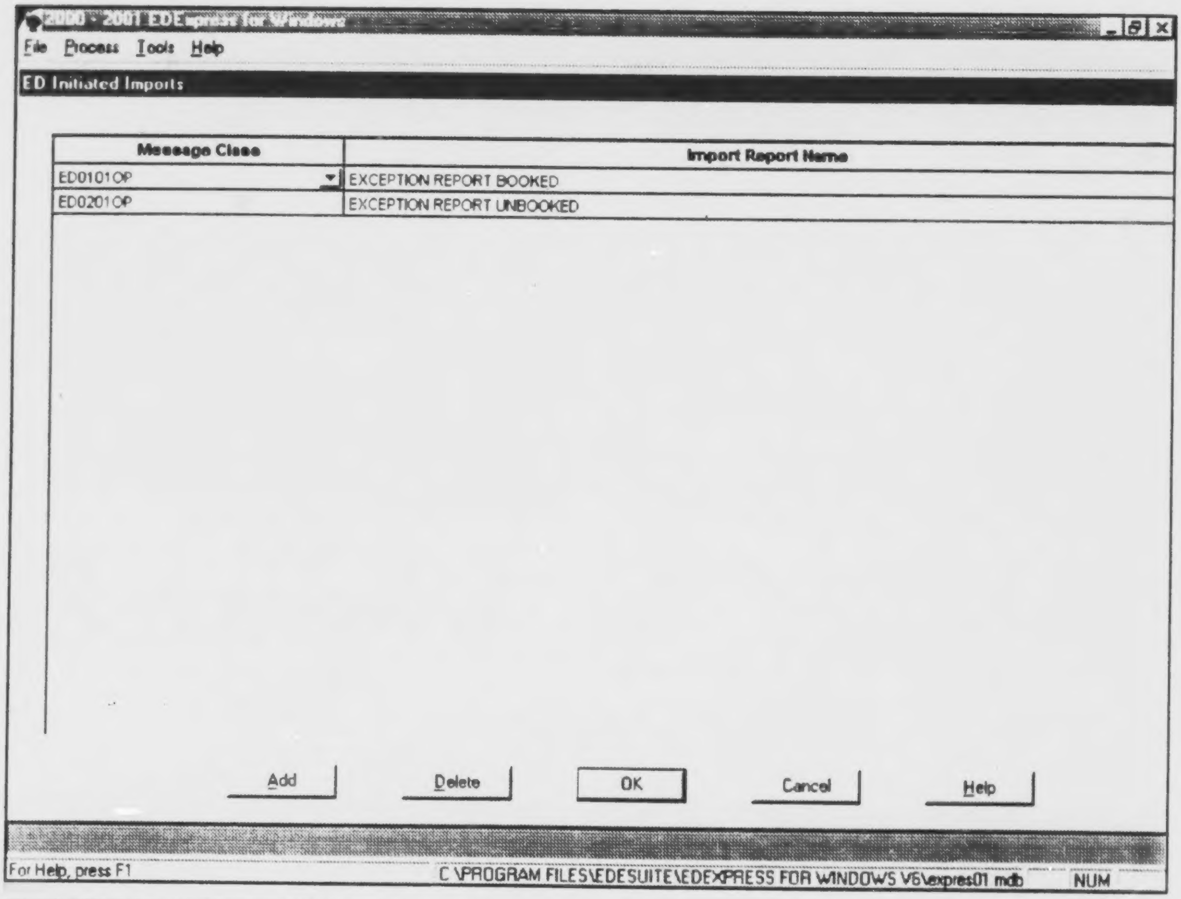
*Type **Exception Report Booked** as the Import Report Name*

Add a second message class

*Select **ED0201OP**, then type **Exception Report Unbooked** as the name*

*Click the **Add** button*

*Click **OK**.*

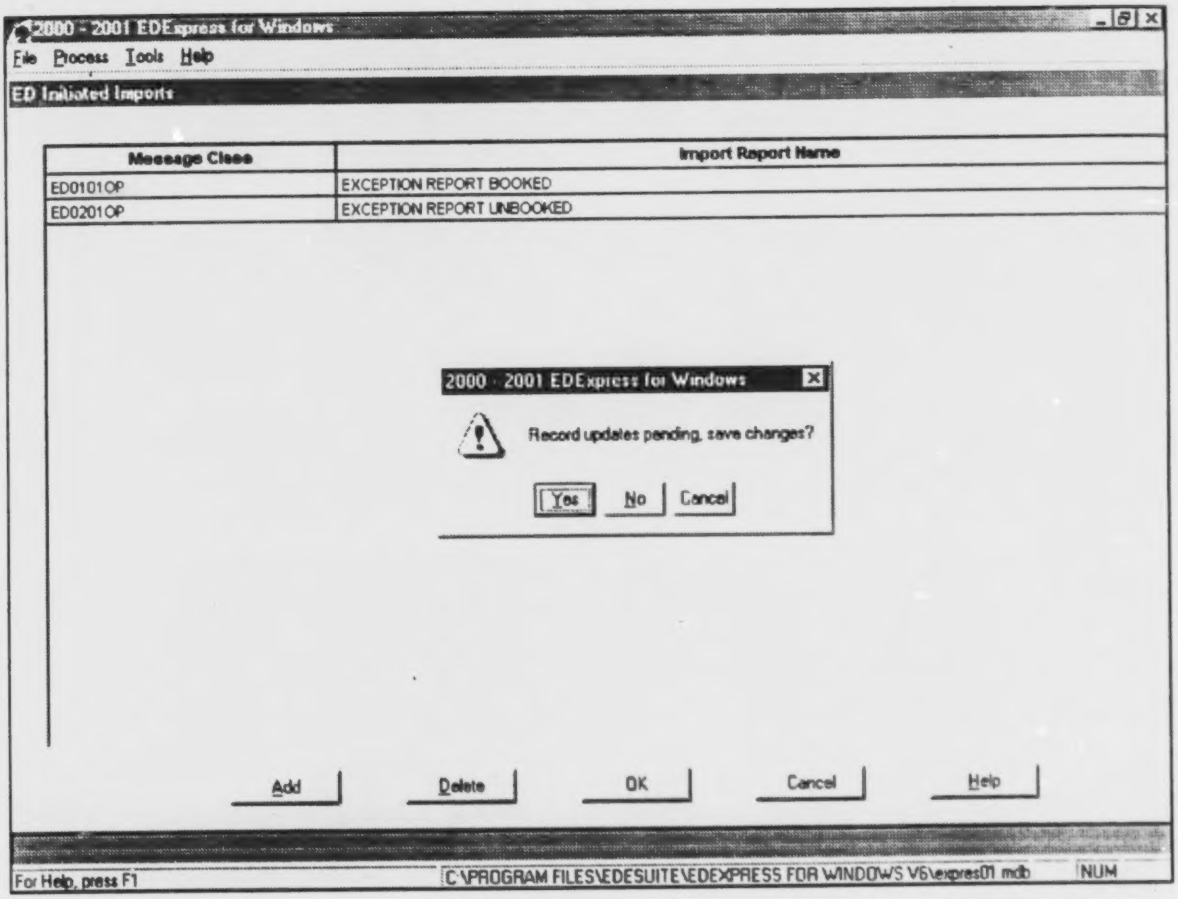

2000 - 2001 EDExpress for Windows
File
Process
Tools
Help
ED Initiated Imports
Add
Delete
OK
Cancel
Help
NUM

Message Class	Import Report Name
ED0101OP	EXCEPTION REPORT BOOKED
ED0201OP	EXCEPTION REPORT UNBOOKED

For Help, press F1

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb

Click ***Yes*** *to save changes*

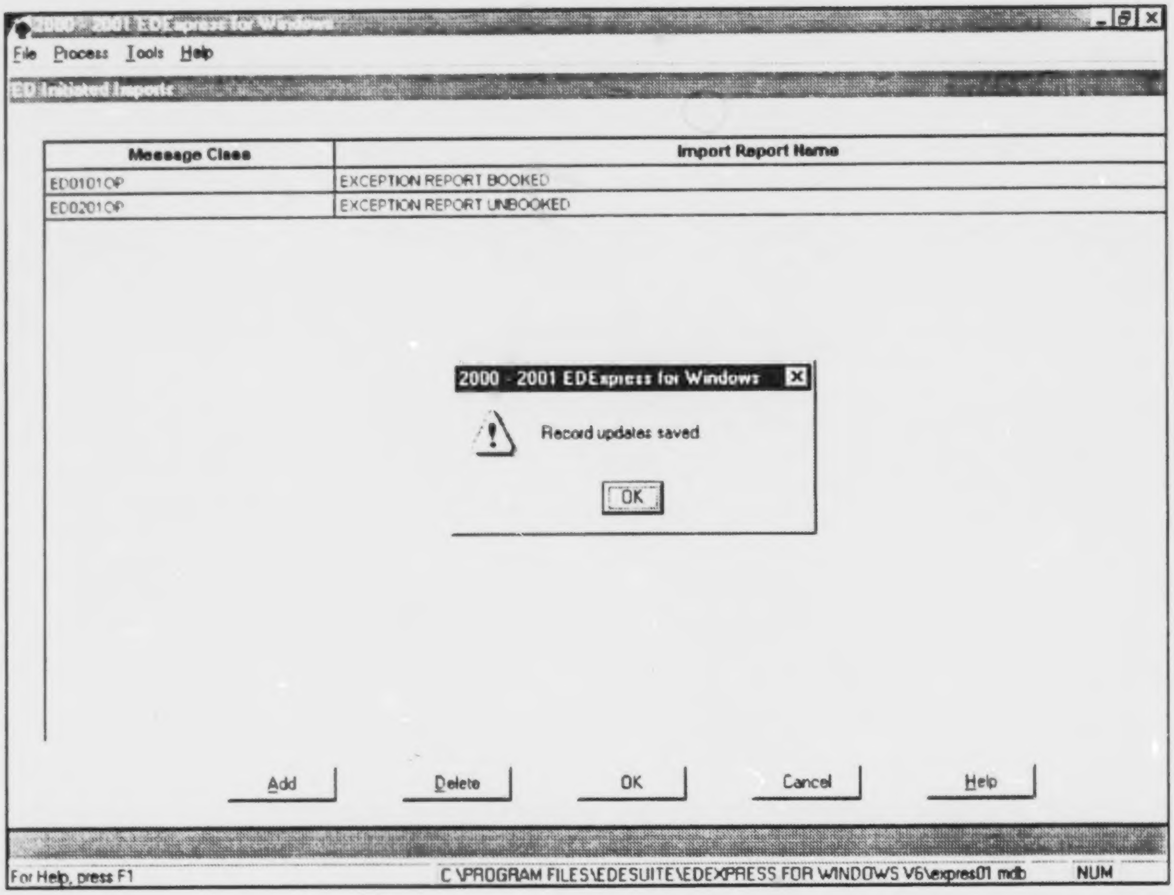

2000 - 2001 EDExpress for Windows
File Process Tools Help
ED Initiated Imports
2000 - 2001 EDExpress for Windows
Yes
No
Cancel
Add
Delete
OK
Cancel
Help
For Help, press F1
NUM

Message Class	Import Report Name
ED0101OP	EXCEPTION REPORT BOOKED
ED0201OP	EXCEPTION REPORT UNBOOKED

Record updates pending, save changes?

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb

*Click **OK***


2000 - 2001 EDExpress for Windows
File
Process
Tools
Help
ED Initiated Imports
Add
Delete
OK
Cancel
Help
NUM

Message Class	Import Report Name
ED0101OP	EXCEPTION REPORT BOOKED
ED0201OP	EXCEPTION REPORT UNBOOKED

2000 - 2001 EDExpress for Windows

Record updates saved

OK

For Help, press F1

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb

Importing Exception Reports

Now you're ready to import the exception reports.

☝ *Remember: All ED initiated imports are selected from the* ***Global*** *tab regardless of the report's content.*

This report shows all the exceptions for booked loans for this school for the month.

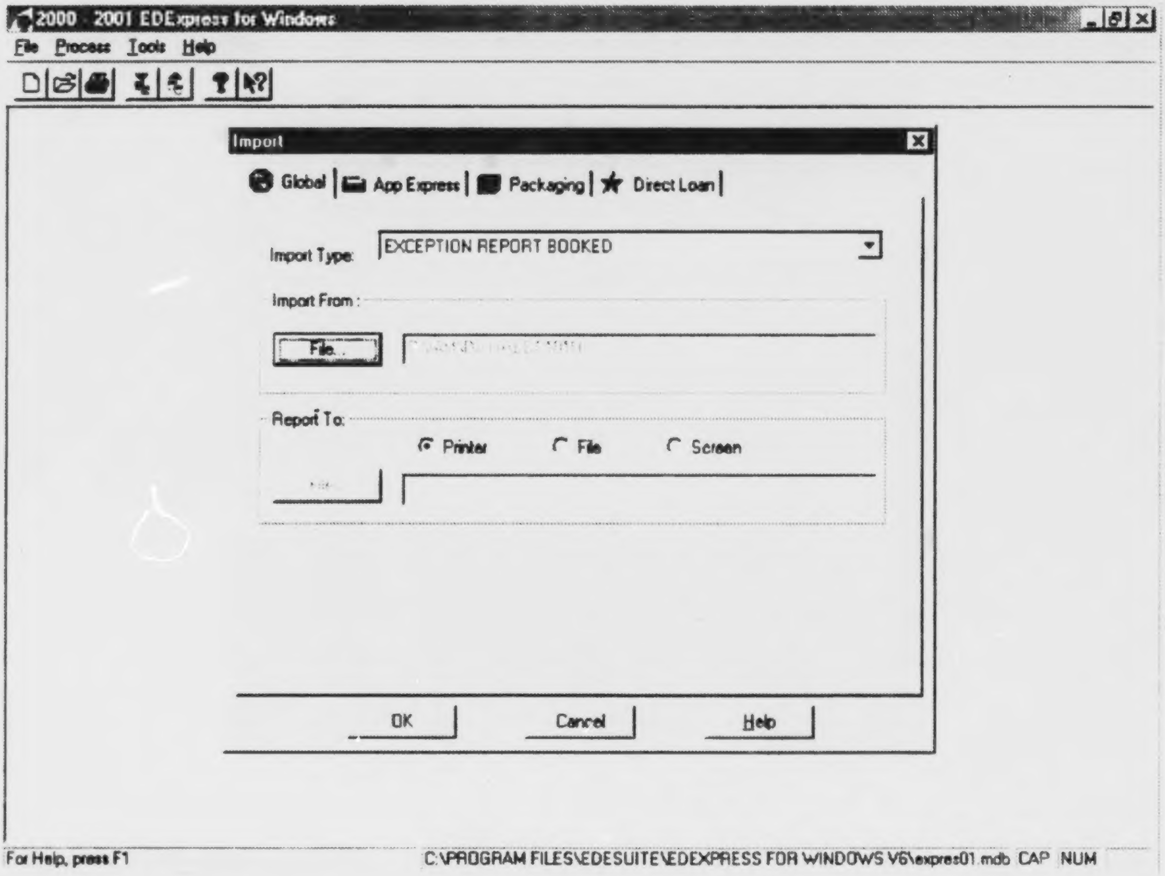
If data appears in the difference line, this indicates the record is present but there is a discrepancy between the LOC data and the school data.

If the difference line shows asterisks (*) the record is missing on either the school's or the LOC's database.

Click ***File/Import*** *or click the Import button.*

Click the down arrow in the Import Type field. The titles you added now appear in the pick list.

Click ***Exception Report Booked.***


2000 - 2001 EDExpress for Windows
File
Process
Tools
Help
Import
Global
App Express
Packaging
Direct Loan
Import From :
File...
OK
Cancel
Help

Import Type: EXCEPTION REPORT BOOKED

Report To: ● Printer ○ File ○ Screen

For Help, press F1

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb CAP NUM

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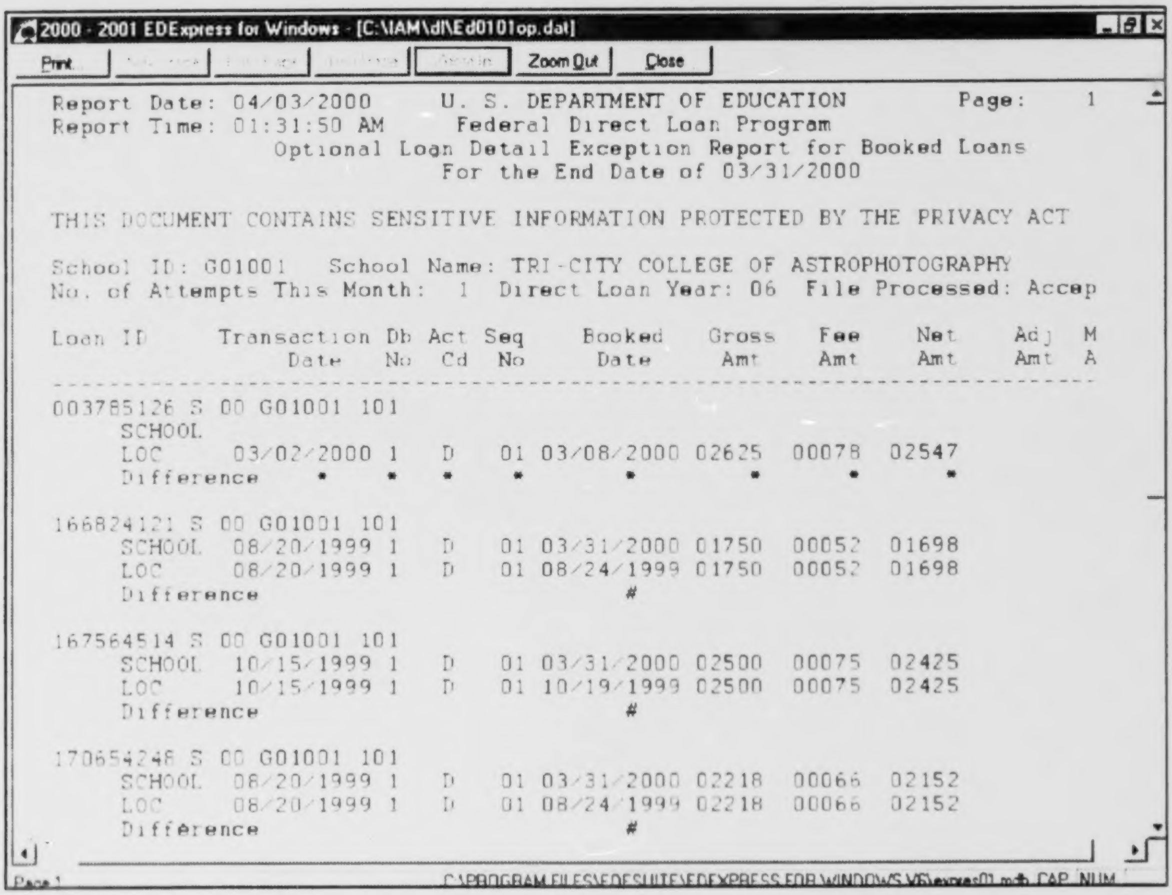
Click Close when finished viewing the report or Print for a hard copy

For each record, rows display the information reported by the school compared to data on file at the LOC. Any discrepancies are indicated.


2000 - 2001 EDExpress for Windows - [C:\IAM\dl\Ed0101op.dat]
Print...
Zoom Out
Close
Page 1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\expres01.mdb CAP NUM

```
Report Date: 04/03/2000     U. S. DEPARTMENT OF EDUCATION        Page:     1
Report Time: 01:31:50 AM     Federal Direct Loan Program
                   Optional Loan Detail Exception Report for Booked Loans
                             For the End Date of 03/31/2000

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

School ID: G01001   School Name: TRI-CITY COLLEGE OF ASTROPHOTOGRAPHY
No. of Attempts This Month:  1  Direct Loan Year: 06  File Processed: Accep

Loan ID      Transaction Db Act Seq    Booked    Gross    Fee    Net     Adj  M
                    Date No  Cd  No      Date      Amt    Amt    Amt     Amt  A
-----------------------------------------------------------------------------
003785126 S 00 G01001 101
     SCHOOL
     LOC       03/02/2000 1   D   01 03/08/2000 02625  00078  02547
     Difference         *     *    *          *       *      *      *

166824121 S 00 G01001 101
     SCHOOL    08/20/1999 1   D   01 03/31/2000 01750  00052  01698
     LOC       08/20/1999 1   D   01 08/24/1999 01750  00052  01698
     Difference                                #

167564514 S 00 G01001 101
     SCHOOL    10/15/1999 1   D   01 03/31/2000 02500  00075  02425
     LOC       10/15/1999 1   D   01 10/19/1999 02500  00075  02425
     Difference                                #

170654248 S 00 G01001 101
     SCHOOL    08/20/1999 1   D   01 03/31/2000 02218  00066  02152
     LOC       08/20/1999 1   D   01 08/24/1999 02218  00066  02152
     Difference                                #
```

Unit 6 Exercises

The end of the month has arrived, and it is time for you to import your DLSAS to reconcile your data with the LOC. Have you imported all of your acknowledgment files? Good. You're on top of the process.

Now import the file **(DSAS01OP.DAT)**. Send the print report to your screen, and don't close it until you have answered the questions below.

Questions:

The business office has indicated that their ending balance is $1,500. What could cause this discrepancy?

How can you compare your school's cash information to the booked records on your database?

Unit 7

Loan Servicing

Loan Servicing Issues

Objectives

1. Identify the separate responsibilities of the Loan Origination Center and the Loan Servicing Center.
2. Identify Loan Origination Center activities related to loan origination and reconciliation.
3. Describe Loan Origination Center activities related to borrowers and schools, including the process established by ED for problem resolution.
4. Identify the Loan Servicing Center activities related to loan servicing and collection.
5. Describe Direct Loan repayment options, loan consolidation, and certification of borrower's eligibility.
6. Identify entrance and exit counseling requirements.
7. Describe the process of certifying borrower enrollment status through the use of the Student Status Confirmation Report (SSCR).

Loan Service Providers

The Loan Origination Center (LOC) and the Direct Loan Servicing Center (DLSC) are both responsible for loan services. Many of the general responsibilities of the LOC and the DLSC are similar, such as:

- Maintaining audit trails
- Providing accounting support
- Facilitating inquiries from ED and from participating schools
- Providing for reporting needs
- Interfacing with other systems
- Providing customer service

The LOC was created to improve service and reduce the administrative costs of the Direct Loan program to schools and the federal government. In general, the LOC is responsible for activities associated with a loan until the loan is "booked." The DLSC assumes responsibility for activities after the loan is "booked."

NEW!

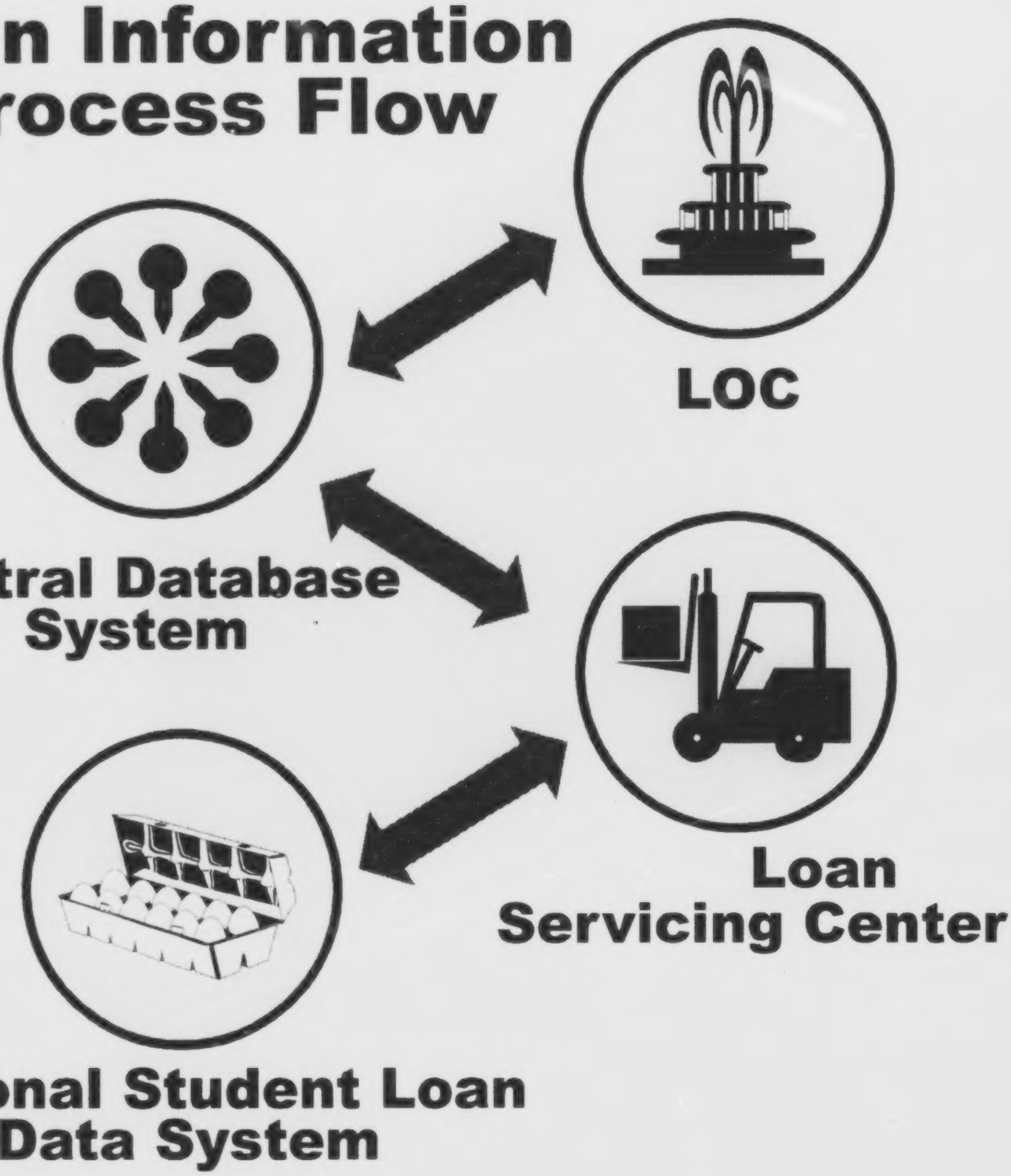
A new report called "Disbursement Activity Not Yet Booked at Servicing will be created for all Direct Loan Schools and will indicate disbursement activities that have booked at the LOC but not at servicing. This report is for information purposes only. The message class will be ED14##OP.

Loan Origination Center

Specific responsibilities of the Loan Origination Center include:

- Processing school and applicant inquires about the loan application process and promissory note completion.
- Conducting credit checks for Direct PLUS borrowers.
- Printing and managing promissory notes for Standard Origination schools and printing notes if requested to do so by Option 1 and 2 schools.
- Maintaining a loan database, including all initial loan originations and changes, corrections, additions, and deletions to the data.
- Reporting loan information to the NSLDS and the Department's Central Data System.
- "Booking" loans when origination records, promissory notes, and initial disbursement records are accepted.
- Calculating funding needs and requesting funds for Option 1 and Standard Origination schools.
- Distributing entrance and exit counseling materials.
- Processing Direct Consolidation Loan requests.

Loan Information Process Flow



LOC

Central Database System

Loan Servicing Center

National Student Loan Data System

Contacting the Loan Origination Center

The Loan Origination Center maintains toll-free telephone numbers and several mailing addresses to support inquiries from borrowers as well as schools.

Borrowers

For all correspondence concerning the loan application process, borrowers should write or call:

Applicant Services
U.S. Department of Education
Direct Loan Origination Center
P.O. Box 5691
Montgomery, AL 36103-5691
800/557-7394
TDD: 800/557-7395

Schools

For Master Promissory Notes, Direct PLUS application/promissory notes, other origination materials, and counseling materials, contact:

School Relations at the LOC
Direct Loan Services
P.O. Box 5692
Montgomery, AL 36103-5692
1-800-848-0978
FAX: 800/557-7396

For overnight/express delivery:

U.S. Department of Education
Loan Origination Center
474 South Court Street, Suite 500
Montgomery, AL 36104

Schools should mail checks for excess cash to the following address:

Direct Loan Services
Attn: Excess Cash
P.O. Box 2011
Montgomery, AL 36102-2011

The LOC now has a procedure for technical questions via the Web. If a school has technical questions, send them to:

loan_origination@mail.eds.com

Use a subject line of "Technical question" and include your name, organization, and a phone number. Answers will be returned within three business days. If an answer cannot be given within three business days, you will be notified.

Loan Servicing Center Borrower Services

Borrower services after the loan is "booked" will be provided by the Direct Loan Servicing Center. Servicing Center activities include:

- Contacting students after initial loan disbursement with additional loan program information.
- Applying accrued and capitalized interest, applying fees, and maintaining borrower account balances.
- Recording all payments received daily, and applying payments to borrower accounts.
- Tracking payments and researching unapplied payments.
- Tracking loans through in-school and in-grace statuses, and converting loans to repayment status.
- Processing deferments and forbearances.
- Reporting loan information to the NSLDS and the Department's Central Data System.
- Collecting and processing all information required to support the borrower's selection of loan repayment plans.
- Performing comprehensive loan collection activities, including billing, repayment plan counseling, letter writing, telephone calling, skip tracing, and borrower tracking activities.

Deferment and Forbearance Assistance

After the beginning of the repayment period, a borrower may request that loan payments be deferred or reduced during authorized periods. The Servicing Center notifies the borrowers of deferment and forbearance options when sending a repayment schedule and when beginning delinquent loan collection.

The notification describes the options available to borrowers and provides a telephone number or address for further assistance. Regarding deferments and forbearance:

- Borrowers may request forms from their school, the Servicing Center, or from the Department's Direct Loan web site.
- The Servicing Center sends the requested forms to the borrower within three business days of receiving the request.
- The Servicing Center tracks all requests.
- The borrower must provide information and documents to establish eligibility for a specific type of deferment or forbearance.
- The Servicing Center works to meet borrower needs for deferments and forbearances while maintaining compliance with the law and regulations.

The Loan Servicing Center reviews deferment and forbearance forms for completeness and accuracy. If necessary, the Loan Servicing Center will contact and assist borrowers in order to obtain a complete request.

The Loan Servicing Center will grant a forbearance to borrowers when the borrower is willing to repay the loan but, due to poor health or other acceptable reasons defined by ED, is unable to make scheduled payments. Forbearance is also granted when the borrower is completing a specified medical or dental internship or residency, is serving in a National Service position, or has a specified high burden of Title IV loan debt.

The borrower should contact the Direct Loan Servicing Center to find out additional information about deferment and forbearance eligibility.

Note: When a borrower becomes delinquent, collection activities will continue until the Loan Servicing Center receives all information and documents necessary to establish eligibility for deferment or forbearance.

Annual Statements

The Loan Servicing Center prepares and sends annual statements. These statements can also be generated upon a borrower's request. The annual statement includes:

- Borrower identification number
- Borrower name and address
- Period covered by statement
- Beginning account balance of all the borrower's open Direct Loans
- Account activity for the year
- Ending account balance
- Toll-free customer service telephone number

The statement also includes any additional information required for adequate reporting as required by ED.

Contacting the Loan Servicing Center

Borrowers

Borrowers can locate the address and toll-free telephone numbers to the Loan Servicing Center on all correspondence they receive from the DLSC. The general correspondence addresses and toll-free telephone numbers for borrower inquiries are:

U.S. Department of Education
Borrower Services Department
Direct Loan Servicing Center
P.O. Box 4609
Utica, NY 13504-4609
800/848-0979
TDD 800/848-0983
FAX: 800/848-0984
Delinquent Account/Collections Department: 800/848-0981

Schools

The Direct Loan Servicing Center maintains a toll-free number to support schools: 1-888-877-7658. Schools may use the address listed above, and address it to School Services Department instead of Borrower Services.

Making Payments

Borrowers should send payments to:

U.S. Department of Education
Direct Loan Payment Center
P.O. Box 530260
Atlanta, GA 30353-0260

Note: Borrowers must send payments via the US Postal Service since other major delivery companies do not deliver to Post Office boxes.

NEW!

There is a web site for the Direct Loan Servicing Center. The address is www.dlservicer.ed.gov. Schools and borrowers can access the site to find information about loan servicing issues. Using the student's Social Security Number, DOB, and zip code, schools and students can retrieve student account information.

Problem Resolution

If a school or a borrower has a complaint related to either the Loan Origination Center or the Direct Loan Servicing Center, they should contact the School Services or Borrower Services unit. If further action is necessary, the school or borrower should contact the Regional Direct Loan Account Management Staff in their region. The Account Management Staff will research questions and complaints, follow up if necessary, and attempt to come to a resolution. The telephone numbers of the Regional Account Managers are listed in Appendix J.

When ED receives a complaint about any center (Loan Origination or Servicing), a copy of the complaint is sent to the appropriate center. Complaints concerning collection activity at a Servicing Center are handled as follows:

- If the complaint is received by the Servicing Center directly from a borrower, the Servicing Center sends a copy of the complaint to ED within three business days of receipt.
- Within five business days, the Servicing Center sends ED a copy of its collection activity record on the account and any other relevant information so that ED can respond to the complaint.
- If the complaint alleges a violation of state or federal law, the Servicing Center temporarily ceases collection activity on the account in question.
- Collection activity on the account is not resumed until resolution of the complaint has been approved by ED.

SFA Ombudsman

The borrower may also contact the SFA Ombudsman to informally resolve disputes and problems. In addition to Direct Loans, the Ombudsman can help borrowers having problems with: Federal Family Education Loans (FFEL), Guaranteed Student Loans (GSL), SLS Loans and Perkins Loans.

The Ombudsman may be contacted by calling 1-877-577-2575, through the internet at http://sfahelp.ed.gov, or by mail at:

Office of the Ombudsman
Student Financial Assistance
U.S. Department of Education
Room 3012, ROB #3
7th and D Streets, SW
Washington, DC 20202-5144

Direct Loan Program Repayment Plans

Under the Direct Loan Program, student borrowers have four types of repayment plans available, while parent borrowers have three repayment plan options. A parent borrower may choose any plan except the Income Contingent repayment plan. Alternative repayment plans are also available for borrowers with exceptional circumstances.

Standard Repayment Plan	• Fixed monthly repayment amount paid over a fixed period of time • Maximum repayment period 10 years • $50 minimum monthly
Extended Repayment Plan	• Fixed monthly repayment amount paid over an extended period of time • Maximum repayment period varies depending upon total amount of borrower's Direct Loans • Fixed payments of at least $50 per month.
Graduated Repayment Plan	• Payments graduate every two years • Maximum repayment period varies depending upon total amount of borrower's Direct Loans • Minimum monthly payment must cover at least interest that accrues monthly • Minimum scheduled payments may not be less than 50% nor more than 150% of amortized payment if loan was repaid under the Standard Repayment Plan
Income Contingent Repayment Plan	• Not available to Direct PLUS loan borrowers • Maximum repayment period may not exceed 25 years • Annual payment amounts varies based on AGI of borrower and spouse, total amount of Direct Loans, and family size

If the borrower does not indicate his or her choice of repayment plan, ED schedules the borrower's loan repayments according to the standard repayment plan.

Generally, the borrower may change repayment plans at any time. The borrower may also accelerate his or her payments without penalty.

In addition, ED can establish, on a case-by-case basis, an alternative repayment plan for a borrower who demonstrates that the terms and conditions of the available repayment plans are inadequate to accommodate the borrower's exceptional circumstances. The maximum repayment period is 30 years.

Under both the alternative and income contingent repayment plans, interest that accrues and is not paid will be capitalized (added to the outstanding principal balance) annually until the outstanding principal is 10% greater than the original principal amount. After this point, interest will continue to accrue but will not be capitalized.

Loan Consolidation

Loan consolidation is an option for both student and parent borrowers, and may be considered while in school or after enrollment ceases. A borrower may consolidate one or more education loans made under certain federal programs into one or more Direct Consolidation Loans. Borrowers may initiate consolidation during the in-school period if they are consolidating FFEL loans and Direct Loans. Also, borrowers consolidating only FFEL Program loans may initiate consolidation during the in-school period if they are attending a Direct Loan school.

The chart on the following page contains information specific to in-school consolidation.

In-School Consolidation

Who Qualifies

- Students attending a Direct Loan school who consolidate at least one fully disbursed Direct Loan or FFEL Program loan that is in an "in-school" period at the time the student applies.
- Students attending schools that do not participate in the Direct Loan Program who have at least one Direct Loan and consolidate at least one fully disbursed Direct Loan or FFEL Program loan that is in an "in-school" period at the time the student applies.

Advantages to Students

- One request to apply for deferment or change student status or address.
- The interest rate on a Direct Consolidation Loan for which an application is received between February 1, 1999 and June 30, 2003 is based on the weighted average of the interest rates on the loans being consolidated, rounded to the next highest one-eighth of one percent. This rate shall not exceed 8.25 percent. It is a fixed interest rate that remains the same throughout the life of the Direct Consolidation Loan.
- No consolidation fee.
- No minimum or maximum loan amounts.

Advantages to Schools

- One student status report request per student.

Restrictions

The following loans cannot be included in an in-school Direct Consolidation Loan. However, they may be consolidated after the borrower ceases to be enrolled at least half-time at an eligible school.

- Federal Perkins loans
- National Direct Student loans
- National Defense Student loans
- Health Education Assistance loans
- Health Professions Student loans
- Nursing Student loans
- Loans for Disadvantaged Students

Advice for Counselors

- Borrowers receive a grace period on a Direct Consolidation Loan if that loan includes one Direct Loan or FFEL Program loan in an in-school period at the time of application.
- Borrowers whose loans are in a grace period should be encouraged to wait until the last month of that grace period to apply for consolidation. Repayment on consolidation loans begins within 60 days of the first disbursement, thus a premature consolidation could cut short the grace period of a borrower who applied too early.

Entrance/Exit Loan Counseling

Conducting entrance and exit loan counseling is an activity that schools perform.

To summarize the requirements, a school must:

- Conduct entrance counseling in person, by audiovisual presentation, by interactive electronic means, or by providing written materials to correspondence or study abroad program borrowers prior to disbursing a loan to a first-time borrower.
- Conduct exit counseling in person, by audiovisual presentation, by interactive electronic means, or by providing written materials to correspondence or study abroad program borrowers shortly before a borrower ceases to be enrolled at least half-time. The exit counseling must be provided by interactive electronic means or mailing written counseling materials within 30 days after learning that a student has withdrawn or failed to complete exit counseling.
- Adopt an alternative approach as part of the school's quality assurance plan (for entrance counseling only). Schools cannot adopt the alternative approach for exit counseling.

In each counseling session, the borrower is presented with the terms and conditions of the loans, including:

- The interest rate on the loan,
- His/her rights and responsibilities to repay the loan,
- The terms and procedures of applying for deferment and forbearance, and
- The various repayment options.

Direct Loan entrance/exit counseling requirements are the same as the FFEL Program's requirements, including documentation. These requirements are summarized in the chart on the following page.

Entrance/Exit Loan Counseling

WHAT to cover:	
CORE ITEMS (for both entrance and exit counseling)	
❑ Remind students to keep Servicing Center informed ❑ Review loan terms and conditions ❑ Review student rights and responsibilities ❑ Review deferment, forbearance, and cancellation conditions ❑ Review critical information by having students take a written test (example in Borrower's Guide)	❑ Counsel on personal financial planning ❑ Remind borrowers to contact Servicing Center if they have any difficulty making a payment ❖ Emphasize seriousness and importance of repayment ❖ Describe in "forceful terms" the likely consequences of default, including damaged credit ratings, legal action taken against borrowers, wage garnishment, and withholding of income tax refund
ENTRANCE	**EXIT**
❖ Explain use of the MPN ❖ Review information on the role of the Ombudsman and how to contact ❖ Provide borrowers with average indebtedness of students who have borrowed Direct Subsidized or Direct Unsubsidized Loans to attend your school or to enroll in the borrower's particular program of study ❖ Inform student borrowers of the average anticipated monthly payments for your school's students based on the average indebtedness figures described above ❑ Review available repayment options	❖ Inform the borrower of average anticipated monthly payments for the borrower's loans (may use student-specific materials prepared by the Servicing Center) ❖ Review available repayment options and loan consolidation ❖ Provide information on debt management strategies ❖ Review conditions for deferment or cancellation of loans
❖ If alternative approach was used • ensure that first-time borrowers are provided with written materials on required entrance counseling items • target those students most likely to default and provide them with more intensive counseling and support services • include outcome-oriented performance measures	❖ Correct institutional record, if needed, of borrower's name, expected permanent address, social security number, references, name and address of expected employer, address of next of kin, driver's license number, and state of issuance ❖ Provide any changes to borrower information (above) to ED within 60 days of receipt ❖ Explain to the borrower how to contact the borrower's Servicing Center
WHEN to cover:	
ENTRANCE	**EXIT**
Prior to making the first disbursement of a loan to any first-time borrower	Shortly before any borrower ceases at least half-time enrollment or within 30 days after learning that student has withdrawn or failed to complete exit counseling within 30 days after the borrower complete the program for correspondence and study abroad students
HOW to cover:	
ENTRANCE	**EXIT**
In-person, audiovisual, or by interactive electronic media. Individual with Title IV expertise must be reasonably available to answer borrower's questions. Written counseling materials permissible for students enrolled in correspondence study, study, abroad programs, or if the school uses the alternative approach.	In-person, by audio-video presentation, or by interactive electronic media. Written counseling materials: 1) permissible for students enrolled in correspondence study or study abroad program; 2) mandatory for students who have withdrawn without notifying the school or failing to complete exit counseling. Provision must be made to collect required updates of information for reporting to Servicing Center.

❑ Recommended for compliance with Part 668 Appendix D (Default Reduction Measures, Student Assistance General Provisions regulations)

❖ Required for compliance with Section 685.304 of the program regulations.

Entrance and Exit Counseling Support

The LOC supports entrance counseling by providing borrowers with an introduction to their Direct Loan. They also distribute entrance counseling materials to schools for Direct Subsidized and Direct Unsubsidized loan borrowers. These materials are provided upon request and are available prior to borrowers' first disbursements.

The LOC and the Loan Servicing Center provide support to assist schools with exit counseling. Schools may receive borrower-specific exit counseling packages from the Loan Servicing Center if schools make arrangements via the LOC.

- The school notifies the LOC that it would like to receive exit counseling packages for its graduating borrowers. The school must also specify its desired time of receipt (i.e., 30, 60 or 90 days prior to graduation).
- The LOC then passes this information to the Direct Loan Servicing Center.
- The Servicing Center prepares the exit counseling packages and forwards them to schools within the period specified by the school.

Once your school has notified the LOC that it would like to receive the exit counseling packages, your school will continue to receive them for all graduating Direct Loan borrowers until your school contacts the LOC and requests that the packages no longer be mailed.

Loan Counseling Resources

Although ED provides materials to assist Direct Loan schools in loan counseling activities, participating schools are not required to use these materials and may develop their own. ED's loan counseling materials come in paper, video, and electronic formats. By encouraging informed borrowing, these materials ultimately support the success of the Direct Loan Program.

Paper Loan Counseling Materials

The following types of materials are included in ED's Entrance Counseling Brochure:

- Budgeting information, including a budget planning worksheet
- Direct Loan facts
- Sample entrance interview quiz
- Loan history worksheet
- Borrower's Rights and Responsibilities summary checklist
- Common loan terms

The exit counseling materials include:

- Exit counseling checklist
- Summary of deferment and forbearance provisions
- Sample monthly repayment table

Loan Counseling Videotapes

The entrance and exit counseling videotapes were developed by a contractor for ED. Schools may order these 15-minute, high-quality color videos from the LOC.

Electronic Materials

ED offers entrance and exit counseling electronically through the World Wide Web. Entrance counseling is located at **www.ed.gov/DirectLoan/counsel/index.html** and exit counseling is located at **www.dlservicer.ed.gov**. Borrowers are able to meet their counseling requirements by accessing the web site and reviewing and completing the information.

Certifying Borrower Enrollment Status

Since the passage of the Higher Education Act of 1965, schools have been required to confirm and report the enrollment status of attending students who receive federal loans. This reporting process is called the Student Status Confirmation Report (SSCR). Because a student's enrollment status determines his or her deferment privileges and grace periods, as well as the government's payment of interest subsidies, SSCR is critical for effective administration of Title IV loans.

The implementation of the National Student Loan Data System (NSLDS) in 1994, which tracks and monitors all student loan borrowers and grant overpayments, brought centralized and automated enrollment verification to the SSCR process.

School Requirements

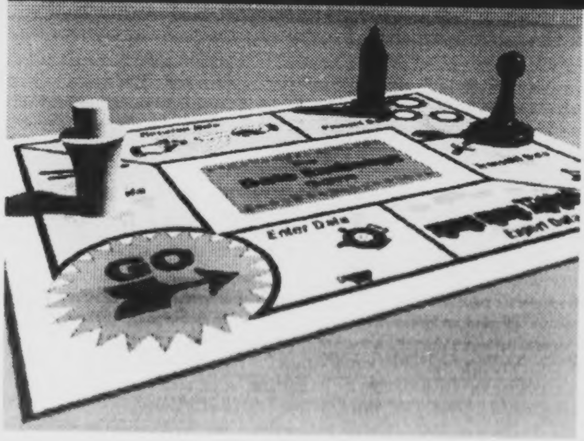
The accuracy of the Title IV student loan records depends heavily on the accuracy of the data the school reports. Schools or their servicers must correctly match the NSLDS records with enrollment records, confirm, or update student enrollment status and other student information and correct any errors identified by NSLDS.

To participate in the SSCR process, the school needs to fulfill the following requirements or choose a servicer who is able to:

1. Sign up for Student Aid Internet Gateway (SAIG) access.
2. Have a contact person at the school for SSCR-related matters.
3. Match school records with the SSCR files.
4. Receive and send the SSCR files.
5. Meet an SSCR reporting schedule and prepare for regularly scheduled SSCR cycles. Schedule the SSCR reporting cycles according to your school's calendar (See Chapter 3 of the SSCR User's Guide, The SSCR Process.).
6. Establish Title IV WAN communication between the school's computer and NSLDS.
7. Process the SSCR Roster File that will be sent to all participants.
8. Return the updated file to NSLDS within 30 days of receipt.
9. Receive an Error Notification File and retain it as an acknowledgement if there are no errors.
10. Correct the Detail Records in the SSCR Error Notification File (if errors were identified) and return the corrected record to NSLDS within ten days of receipt.
11. Repeat the error notification and correction process until all Detail Records have been accepted.
12. Archive old SSCR records that have a status of "A" (accepted) and delete the records from your SSCR database before importing the next SSCR Roster.

(More complete information is contained in Chapter 2 of the SSCR User's Guide, Preparing for the SSCR Process)

Unit 8


Enter Data
GO

Apply What You Learned

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Unit 8—Apply What You Learned

Scenario

In this unit you will apply all of the concepts and technical skill you have acquired today to the efficient operation of the Direct Loan program in your financial aid office. You have just started working in the financial aid office at the Tri-City College of Astrophotography, which offers certificates and degrees in the fields of solar, galactic, and star system photography using the latest in radio telescope and traditional film technology.

The Director of Financial aid has provided you with a schedule of activities for one week of electronic processing and assignments to complete during the week. You will complete the activities for Monday, Tuesday, and Wednesday.

The school annually enrolls approximately 1,200 students, most of which apply for and receive Stafford and PLUS loans. Since the aid office has a small staff, you will be performing all of the different tasks associated with the Direct Loan process.

What to do

To complete each of the tasks assigned, you will use the resources of Units 1-7 of this training guide, your assigned team members, and the instructor. A general description of each task to be completed is provided, but how you complete the task is up to you and your teammates. Each task also includes questions that you must answer, and there is not necessarily one right answer to each question. Finally, your group will add assigned answers to the appropriate space on the classroom gameboard.

Questions assigned to my group ______________________________

As you proceed through each problem, you will need to log all transactions in your data processing log. A blank gameboard has also been provided for you to record your answers to each of the problems.

The weekly processing schedule is provided below.

Regular Production

Monday	Tuesday	Wednesday
Import Full/Acks*		
Import PLUS Credit Updates		
Import Change Acks		
Import Prom Acks		
Import Disbursement Acks		
Enter Loan Records/changes	Enter Loan Records/changes	Enter Loan Records/changes
Rec ord P-notes signed	Record P-notes signed	Record P-notes signed
Record/Adj Disbursements	Record/Adj Disbursements	Record/Adj Disbursements
		Export Full* Origination Records
	Export Change Records	
	Print P-notes	
		Export Manifest
		Mail Notes to LOC
	Print Mailing Labels for P-note batch = today's batch	Export Disbursement

MONDAY

According to your Regular Production Schedule you need to retrieve data from your network mailbox and import the files.

- Open and log in to EDconn32 and create a Request to receive all Direct Loan data for 2000-2001.
- Import the origination acknowledgement files for both Stafford and PLUS (**disf01op.001** and **dipf01op.001**).
- Import your Stafford Promissory Note Acknowledgement (**dipa01op.001**) from the LOC.
- Import the Disbursement Acknowledgement file (**Diod01op.001**).
- There are no PLUS Credit Updates or Change Acknowledgements.
- According to your schedule you enter loan records daily. Use the information below to create a subsidized Stafford loan for Mark Err. Remember to Originate the loan when you finish.

SSN:	765-32-4567
Name:	Mark Err 1 Damage Ln Speakman, IL 55090
Phone:	555-555-8364
Driver's License:	783549993 IL
DOB:	07/17/71
Citizen:	U.S.
Dependency Status:	Independent
Loan Type:	Subsidized Stafford
Loan Period Code:	01
Loan Amount Approved:	$8,500
Loan Amount Requested:	$8,500
Owe Repayment:	No
College Grade Level:	7

- Use the Multiple Entry function to process several disbursements. Disburse only those loans for which a promissory note has been received and accepted by the LOC and that have not yet been disbursed. Hint: You may have created a query earlier that may help with this.
- Print a single promissory note for Mike Langdon (987-22-5899) from within his record. This borrower has an existing subsidized loan. The school of astrophotography has multi-year functionality.

Tuesday

According to your Regular Production Schedule you don't have any Imports to do today. You do, however, have a list of students that have accepted loans. Luckily, you don't have to manually enter the records like yesterday's record!

- These students' all have ISIRs on your EDExpress database. Your task is to create loan records by importing selected ISIR records to create subsidized and unsubsidized Stafford and PLUS loans.
- You want to import the following records, create loan records for each, and originate the loans. None of the students owe a default or repayment.

Christian Carson	998-58-9687	$8,500 Subsidized Stafford
Nathan Noki	998-74-9680	$3,000 Subsidized Stafford
Fiona Fallini	998-96-3950	$2,625 Subsidized Stafford

- Print promissory notes only for those students that already have an accepted loan origination record.
- Print a Promissory Note List to verify the status of the notes that were printed in the multiple entry print.
- There are no Disbursement entries or changes.

Wednesday

- Time to enter more loan records. This time its an addition to a current student record. Add a PLUS loan record for Fiona Fallini (998-96-3950).

Parent Information:

Name:	Francesca Fallini
Address:	888 Kristufek Ave. Washington, DC 99029
Phone:	555-555-9416
SSN:	898-37-2251
Driver's License:	898372251 DC
DOB:	03/11/1955
Citizen:	U.S.
Loan Amount:	$2,000

- Earlier, you created a Subsidized Stafford for Nathan Noki. Nathan is now requesting an Unsubsidized loan. Create a $2,000 unsubsidized Stafford for Nathan.
- Earlier in the week you printed a promissory not for Mike Langdon (987-22-5899). He has just brought you a signed promissory note. Record it as signed and returned in EDExpress.

  Now its time to perform your Exports. First, however, you should print a list of loans that have an origination status of ready. Since you don't have a printer, you may want to write down the important information. Hint: You may need to use selection criteria.
- During the last three days you have created and originated loan records. Now, you must export a batch of Stafford origination records. Export the PLUS origination records.
- Print Stafford and PLUS Manifests to send to the LOC. One of the Junior Counselors in the office will handle mailing the physical notes to the LOC.
- Finally, you want to Export the disbursement records you have processed.

Now that you have done all of your Exports, its time to transmit the changes to the LOC. Open EDconn32 (Unit 8, Send) to send your records.

List of Appendices

A Direct Loan School Guide

B Direct Loan 6-Step Process

C Data Reports

D Measurement Tools Reports

E Combination Systems Requirements

F MPN, Disclosure Statement and Plain Language Disclosure

G Policy Update Q & A

H Excess Cash Transmittal Form

I EDExpress Reject Edits

J CAM Telephone Directory

K DLB-00-11

Appendix A

Direct Loan School Guide

Appendix B

Direct Loan 6-Step Process

The 6-Step EDE Process

The components of electronic data exchange (EDE) can be divided into the following six steps

1. Enter Data

Creating and saving any type of record using the EDExpress software or your own data entry software.

2. Export Data

Creating a batch of export records using either EDExpress or your own software.

3. Transmit Data

Dialing the network and sending the data to a network mailbox.

4. Process Data

Retrieving data posted to a network mailbox. The data is processed by the appropriate agency (LOC in the figure shown on the opposite page) and the processed information is returned to your network mailbox.

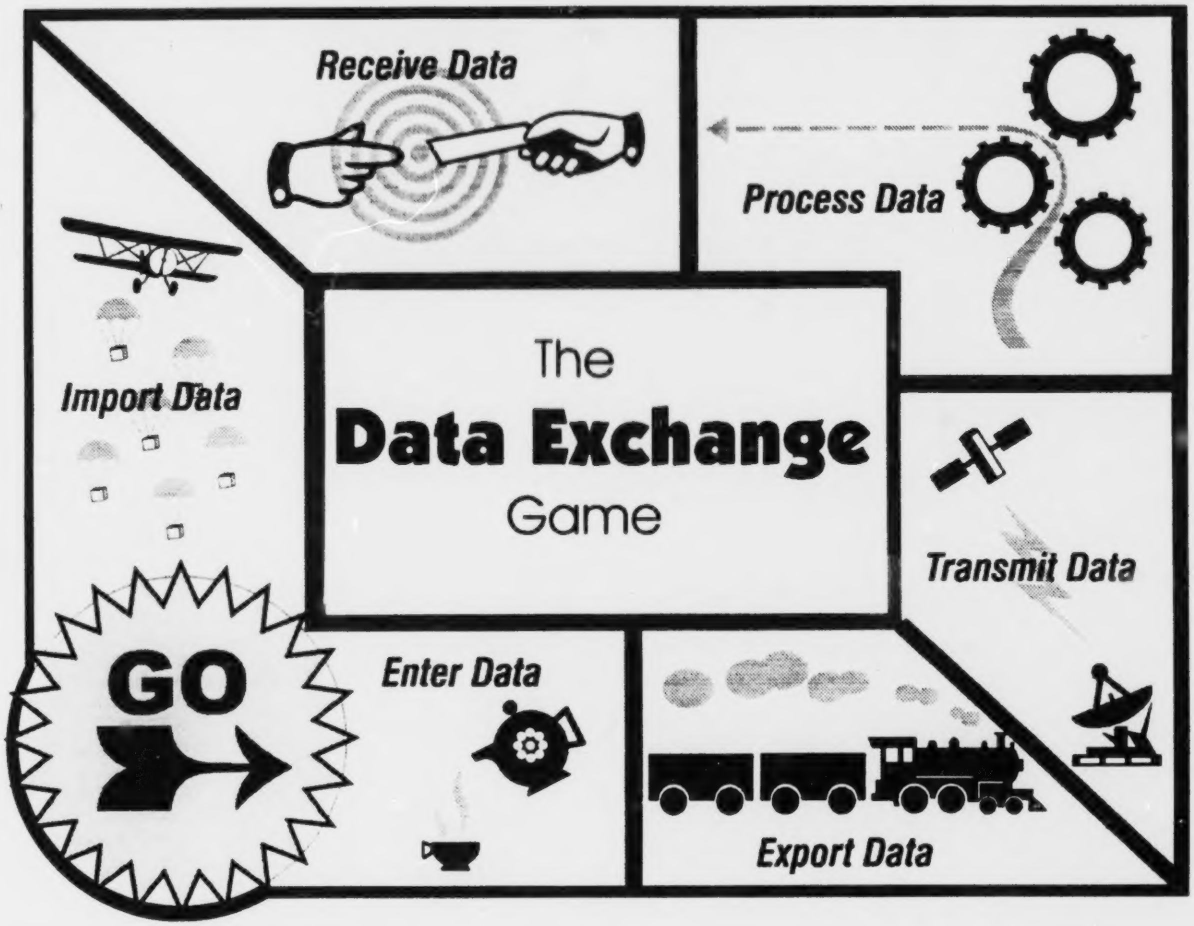
5. Receive Data

Using EDconn32, sending an electronic request to the network to receive processed data.

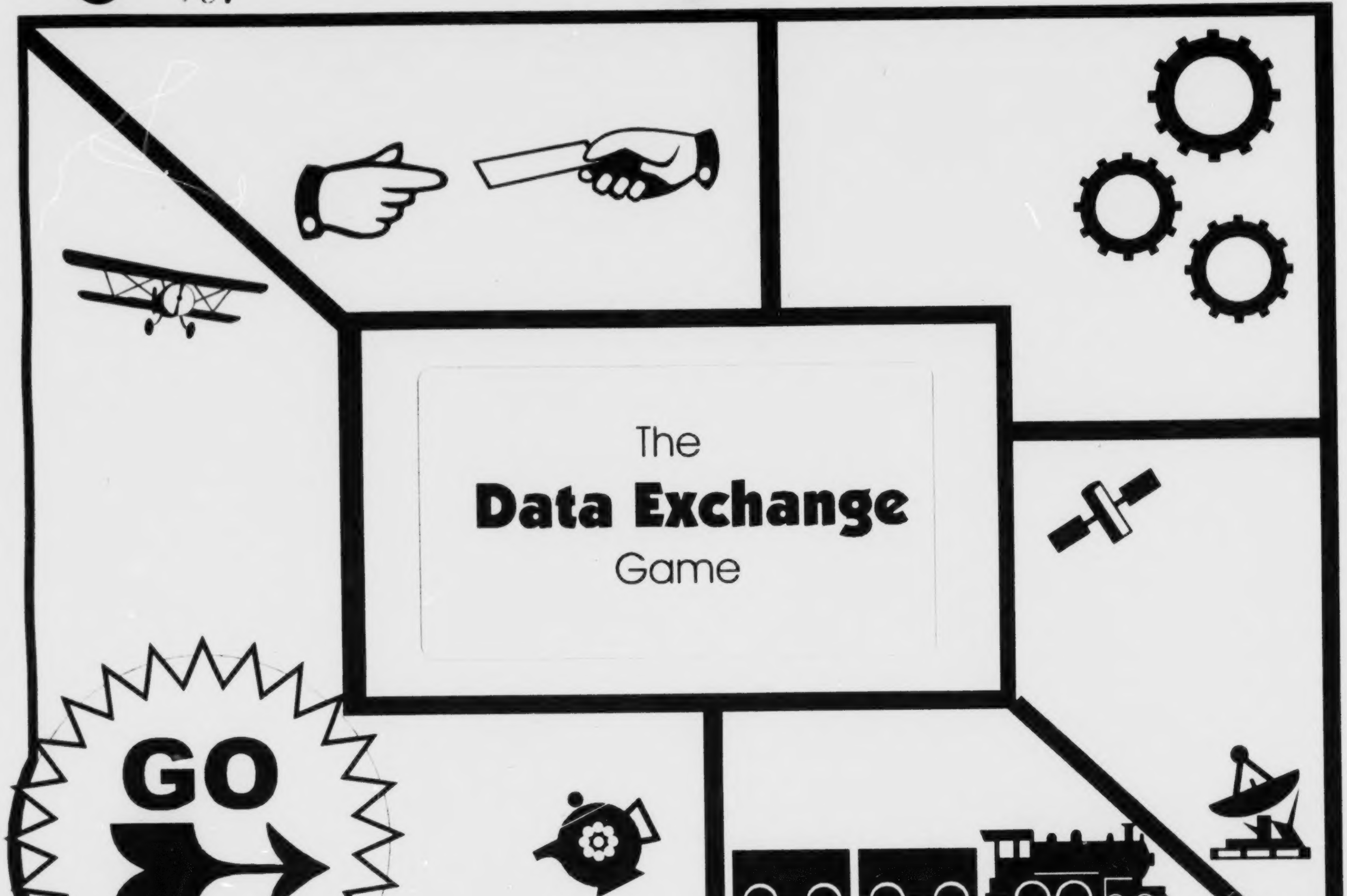
6. Import Data

Importing records stored in batches on your PC or network into EDExpress or your own software system.

The 6-Step Process


Receive Data
Process Data
The
Data Exchange
Game
Import Data
Transmit Data
GO
Enter Data
Export Data

BEST COPY AVAILABLE


The
Data Exchange
Game
GO

EDExpress		Edconn32				EDExpress	
Batch ID#	Export File Name (Message Class) {Date}	File Transmitted {Initials}	Date Sent	Received File Name [Message Class] {Date}	Date Rec'd	File Imported {Initials}	Date Imported

EDExpress		Edconn32				EDExpress	
Batch ID#	Export File Name (Message Class) {Date}	File Transmitted {Initials}	Date Sent	Received File Name [Message Class] {Date}	Date Rec'd	File Imported {Initials}	Date Imported

Appendix C

EDExpress Data Reports

```
Report Date: 08/30/2000     U.S. DEPARTMENT OF EDUCATION                   PAGE:  1
Report Time:   21:23:38 2000-2001 Federal Direct Loan Program
                                     List Loans
                                    (ALL RECORDS)                           Sort: SSN
      THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*************************************************************************************

Borrower's Name                Current SSN
Student's Name                 Loan    Grd     Loan Amount      Loan/Cred     Orig
LOAN ID                        Type    Lvl     Approved/Req     Status        Date
LOR BATCH ID
-----------------------------  -----------  ------------------- ---------  ----------
ALBERTS, ALBERT                001-48-8578

  001488578S01G01001001        S        3   $ 3,000   $ 3,000   B          03/21/2000
  #D1G0100120000322175549

Subtotal                                    $ 3,000   $ 3,000

BANTEY, BEVERLY O.             002-20-1810

  002201810S01G01001001        S        1   $ 2,625   $ 2,625   B          03/20/2000
  #D1G0100120000321110251

Subtotal                                    $ 2,625   $ 2,625

CARLSON, CARL C.               002-38-1474

  002381474S01G01001001        S        3   $ 3,500   $ 3,500   B          03/20/2000
  #D1G0100120000321110251

Subtotal                                    $ 3,500   $ 3,500

DAWSON, DERMONTI A.            002-68-4685

  002684685S01G01001001        S        4   $ 5,000   $ 5,000   B          03/20/2000
  #D1G0100120000321110251

Subtotal                                    $ 5,000   $ 5,000

EDWARDS, EDDIE                 003-78-9961
EDWARDS, EDWARD
  003789961P01G01001001        P        1   $ 1,000   $ 1,000   B    A     03/22/2000
  PF1G0100120000322181752

EDWARDS, EDWARD                003-78-9961

  003789961S01G01001001        S        1   $ 2,625   $ 2,625   B          03/20/2000
  #D1G0100120000321110251

Subtotal                                    $ 3,625   $ 3,625

LAURSEN, KATHY                 231-00-1817
LARSON, LAUREN E.
  231001817P01G01001001        P        1   $ 2,000   $ 2,000   B    A     03/22/2000
  PF1G0100120000322182044
```

```
Report Date: 08/30/2000     U.S. DEPARTMENT OF EDUCATION                    PAGE:  2
Report Time:   21:23:38 2000-2001 Federal Direct Loan Program
                                   List Loans
                                  (ALL RECORDS)                            Sort: SSN
      THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
***************************************************************************************

Borrower's Name                Current SSN
Student's Name                 Loan    Grd     Loan Amount       Loan/Cred     Orig
LOAN ID                        Type    Lvl     Approved/Req      Status        Date
LOR BATCH ID
-----------------------------  -----------  ------------------  ---------  ----------
LARSON, LAUREN E.              231-00-1817

  231001817S01G01001001        S         1  $ 2,625   $ 2,625   B          03/22/2000
  #D1G010012000032218203 7

Subtotal                                    $ 4,625   $ 4,625

HADDOCK, BROILED               333-11-2222
HADDOCK, DORIS
  333112222P01G01001001        P         1  $ 2,500   $ 2,500   N    A


HADDOCK, DORIS                 333-11-2222

  333112222S01G01001001        S         1  $ 1,100   $ 1,100   A          02/25/2000
  #D1G0100120000227193637

HADDOCK, DORIS                 333-11-2222

  333112222U01G01001001        U         1  $ 1,525   $ 1,525   B          03/20/2000
  #D1G0100120000321110251

Subtotal                                    $ 5,125   $ 5,125

ABERCROMBIE, ALLEN A.          444-11-2233

  444112233S01G01001001        S         2  $ 2,300   $ 2,300   A          02/25/2000
  #D1G0100120000225215844

Subtotal                                    $ 2,300   $ 2,300

SCRIVNER, BARTLEBY A.          444-11-5544

  444115544S01G01001001        S         4  $ 1,500   $ 1,500   A          02/25/2000
  #D1G0100120000225215844

Subtotal                                    $ 1,500   $ 1,500

BARTON, ERRY O.                444-11-6622

  444116622S01G01001001        S         7  $ 8,200   $ 8,200   A          02/25/2000
  #D1G0100120000225215844

Subtotal                                    $ 8,200   $ 8,200
```

```
Report Date: 08/30/2000     U.S. DEPARTMENT OF EDUCATION                  PAGE:  3
Report Time:    21:23:38 2000-2001 Federal Direct Loan Program
                                      List Loans
                                    (ALL RECORDS)                        Sort: SSN
     THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*******************************************************************************

Borrower's Name                 Current SSN
Student's Name                  Loan    Grd     Loan Amount      Loan/Cred      Orig
LOAN ID                         Type    Lvl    Approved/Req      Status         Date
LOR BATCH ID
------------------------------  ----------- ------------------ ---------  ----------
KERSHAW, PAUL                   444-11-7722

  444117722S01G01001001         S         1  $ 2,625   $ 2,625   A            02/25/2000
  #D1G0100120000225215844

Subtotal                                     $ 2,625   $ 2,625

NEWTON, WAYON                   444-11-8822

  444118822U01G01001001         U         4  $ 5,500   $ 5,500   A            02/25/2000
  #D1G0100120000225215844

Subtotal                                     $ 5,500   $ 5,500

WARNER, SYLVESTER               444-11-9922

  444119922U01G01001001         U         5  $ 4,800   $ 4,800   A            02/25/2000
  #D1G0100120000225215844

Subtotal                                     $ 4,800   $ 4,800

TREK, STAR                      555-11-2222
TREK, DENNIS S.
  555112222P01G01001001         P         3  $ 5,200   $ 5,200   A    A       02/28/2000
  PF1G0100120000228160135

Subtotal                                     $ 5,200   $ 5,200

CHISEL, BART                    555-11-3333

  555113333S01G01001001         S         5  $ 3,800   $ 3,800   A            02/28/2000
  #D1G0100120000228160050

CHISEL, BART                    555-11-3333

  555113333U01G01001001         U         5  $ 3,300   $ 3,300   A            02/28/2000
  #D1G0100120000228160050

Subtotal                                     $ 7,100   $ 7,100

BROWN, DENITA G.                555-11-4444

  555114444S01G01001001         S         2  $ 2,625   $ 2,625   A            02/28/2000
  #D1G0100120000228160050

Subtotal                                     $ 2,625   $ 2,625
```

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```
Report Date: 08/30/2000     U.S. DEPARTMENT OF EDUCATION                   PAGE:  4
Report Time:   21:23:38 2000-2001 Federal Direct Loan Program
                                     List Loans
                                    (ALL RECORDS)                           Sort: SSN
      THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*************************************************************************************

Borrower's Name                Current SSN
Student's Name                 Loan    Grd     Loan Amount      Loan/Cred     Orig
LOAN ID                        Type    Lvl     Approved/Req     Status        Date
LOR BATCH ID
-----------------------------  -----------  ------------------- ---------  ----------
HOLST, KATHY G.                555-11-5555

  555115555S01G01001001        S        5   $ 5,500   $ 5,500   A          02/28/2000
  #D1G0100120000228160050

Subtotal                                    $ 5,500   $ 5,500

COPLAND, MARIAN P.             555-11-6666

  555116666S01G01001001        S        4   $ 3,350   $ 3,350   A          02/28/2000
  #D1G0100120000228160050

Subtotal                                    $ 3,350   $ 3,350

JAMES, HARRY S.                555-11-7777
JAMES, DUKE
  555117777P01G01001001        P        1   $ 4,000   $ 4,000   A    A     02/28/2000
  PF1G0100120000228160135

JAMES, DUKE                    555-11-7777

  555117777S01G01001001        S        1   $ 2,100   $ 2,100   B          03/28/2000
  #D1G0100120000828162315

Subtotal                                    $ 6,100   $ 6,100

                               985-38-6731
SMITH, JOHN Q.
  985386731P01G01001001        P        1   $ 2,000   $ 2,000   N


SMITH, JOHN Q.                 985-38-6731

  985386731S01G01001001        S        1   $ 2,625   $ 2,625   B          03/22/2000
  #D1G0100120000322175549

Subtotal                                    $ 4,625   $ 4,625

STOUT, SHARON S.               998-27-2016

  998272016S01G01001001        S        2   $ 1,100   $ 1,100   A          02/25/2000
  #D1G0100120000227193637

Subtotal                                    $ 1,100   $ 1,100
```

List Loans
(ALL RECORDS) Sort: SSN

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

```
*****************************************************************************

Borrower's Name               Current SSN
Student's Name                Loan    Grd    Loan Amount        Loan/Cred   Orig
LOAN ID                       Type    Lvl    Approved/Req       Status      Date
LOR BATCH ID
----------------------------- -----------  ------------------ ---------  ----------
YANGTZE, RIVER                998-48-8578
YANGTZE, YANCEY Y.
  998488578P01G01001001       P       3    $ 6,500   $ 6,500   A    E    02/25/2000
  PF1G0100120000225204342

Subtotal                                   $ 6,500   $ 6,500

JUNIPER, SALLY                998-62-6852
JUNIPER, JERMAINE J.
  998626852P01G01001001       P       3    $ 5,600   $ 5,600   A    A    02/25/2000
  PF1G0100120000225204342

Subtotal                                   $ 5,600   $ 5,600

DALLMAN, DARIOUS D.           998-78-0255

  998780255S01G01001001       S       2    $ 2,625   $ 2,625   B         02/25/2000
  #D1G0100120000225193637

Subtotal                                   $ 2,625   $ 2,625

ISTHMUS, ISSACR I.            998-86-5966

  998865966S01G01001001       S       7    $ 8,500   $ 8,500   B         02/25/2000
  #D1G0100120000225193637

Subtotal                                   $ 8,500   $ 8,500

ESTMAN, ERAN E.               998-94-8900

  998948900S01G01001001       S       3    $ 3,500   $ 3,500   B         02/25/2000
  #D1G0100120000225193637

Subtotal                                   $ 3,500   $ 3,500

BARLEY, BRENDAN B.            998-95-7795

  998957795S01G01001001       S       2    $ 2,200   $ 2,200   B         02/25/2000
  #D1G0100120000225193637

Subtotal                                   $ 2,200   $ 2,200

YOKUM, LOKUM                  999-81-9871
YOKUM, CHESTER
  999819871P01G01001001       P       1    $ 1,800   $ 1,800   A    A    02/25/2000
  PF1G0100120000225204342

Subtotal                                   $ 1,800   $ 1,800
```

```
Report Date: 08/30/2000     U.S. DEPARTMENT OF EDUCATION                    PAGE:  6
Report Time:    21:23:38 2000-2001 Federal Direct Loan Program
                                 List Loans
                                (ALL RECORDS)                               Sort: SSN
      THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*************************************************************************************

Borrower's Name                 Current SSN
Student's Name                  Loan    Grd     Loan Amount       Loan/Cred     Orig
LOAN ID                         Type    Lvl     Approved/Req      Status        Date
LOR BATCH ID
-----------------------------   -----------  ------------------- ---------  ----------
HUSTON, HUBERT                  999-96-3950

  999963950S01G01001001         S        3   $ 0        $ 0        N


Subtotal                                     $ 0        $ 0

Totals
------
Staff. Sub. Loans/Borrowers                        23       23
Staff. Unsub. Loans/Borrowers                       4        4
PLUS Loans/Borrower                                 9        9

Staff. Sub. Amount Approved/Req.                 $ 73,025  $ 73,025
Staff. Unsub. Amount Approved/Req.               $ 15,125  $ 15,125
PLUS Amount Approved/Req.                        $ 30,600  $ 30,600

                         *May exceed Annual Stafford Loan Limits
                         ---------------------------------------
```

```
Report Date: 03/21/2000   U.S. DEPARTMENT OF EDUCATION                  PAGE:  1
Report Time: 11:39:57 2000-2001 Federal Direct Loan Program
              PLUS Origination Acknowledgement Import Edit Report
                                 (ALL RECORDS)
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*********************************************************************************
BATCH ID: PF1G0100120000225204342

LOAN ID                LOAN ORIGINATION STATUS                      ERROR CODES
                       MPN STATUS
---------------------  -------------------------------------------  ------------
999819871P01G01001001 ACCEPTED ORIGINATION/CREDIT CHECK ACCEPTED
                       ** MPN NOT ON FILE AT LOC

998626852P01G01001001 ACCEPTED ORIGINATION/CREDIT CHECK ACCEPTED
                       ** MPN NOT ON FILE AT LOC

998488578P01G01001001 ACCEPTED ORIGINATION/CREDIT CHECK DENIED
                       ** MPN NOT ON FILE AT LOC




TOTAL RECORDS ACCEPTED           3
TOTAL RECORDS IN ERROR           0
TOTAL RECORDS PENDING            0
TOTAL RECORDS SKIPPED            0
TOTAL RECORDS IN BATCH           3
```

```
Report Date: 03/21/2000   U.S. DEPARTMENT OF EDUCATION                PAGE:  1
Report Time: 11:43:52 2000-2001 Federal Direct Loan Program
                             PLUS Credit Decision Report
                                    (ALL RECORDS)
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
********************************************************************************
BATCH ID: PF1G01001200000225204342

LOAN ID                  CREDIT DECISION DESCRIPTION
---------------------    --------------------------------------------------------
998488578P01G01001001    CREDIT OVERRIDDEN; ENDORSER OK




TOTAL RECORDS ACCEPTED              1
TOTAL RECORDS IN ERROR              0
TOTAL RECORDS PENDING               0
TOTAL RECORDS SKIPPED               0
TOTAL RECORDS IN BATCH              1
```

BORROWER INFORMATION

1. Name (last, first, middle initial) and Address (street, city, state, zip code)

ALBERTS, ALBERT,
319 N ELM ST
SMALLTOWN, AK 99019

2. Identification Number(s)

001488578S01G01001001

3. Area Code/Telephone Number

SCHOOL INFORMATION

4. School Name and Address (street, city, state, zip code)

ELECTRONIC UNIVERSITY
123 MAIN STREET ARLINGTON, VA 22203

5. School Code/Branch

G01001

LOAN INFORMATION

6. Loan Period From: MM/DD/YYYY To: MM/DD/YYYY
08/30/2000 05/12/2001

7. Date of This Disclosure Statement (MM/DD/YYYY)
09/11/2000

8. The chart below shows anticipated disbursement amounts and dates. Actual amounts and dates may vary.

NOTE: THE INTEREST RATE ON YOUR DIRECT SUBSIDIZED AND DIRECT UNSUBSIDIZED LOANS IS VARIABLE.

Anticipated Disbursement Dates (Month/Day/Year)		Loan Amount	Loan Fee Percentage	Loan Fee Amount	Net Disbursement
Direct Subsidized Loan	08/30/2000	$1,500.00	3.00	$45.00	$1,455.00
	01/10/2001	$1,500.00	3.00	$45.00	$1,455.00
	Total:	$3,000.00			

```
REPORT DATE: 03/31/2000     DEPARTMENT OF EDUCATION                  PAGE:     1
PROGRAM: LB002           DIRECT LOAN ORIGINATION SUBSYSTEM
                              30 DAY WARNING REPORT
                            For Academic Year 2000-2001
                          FOR THE PERIOD ENDING 03/31/2000

SCHOOL NAME: TRI-CITY COLLEGE OF ASTROPHOTOGRAPHY          SCHOOL CODE: G01001
    ADDRESS: 123 MAIN STREET                     ARLINGTON, VA 22222

Loans Pending Booking Section:

LOAN LOAN ID                 BORR NAME                 DATE     DATA NEEDED:
TYPE                                                   RCVD     LOAN PROM DISB

  S  022643411S00G01001001 FREED, MONIQUE S      02/06/2000   OK     N     Y
  S  044702822S00G01001001 ALIAME, MERAJ         02/17/2000   OK     N     Y
  S  055642891S00G01001001 DANTEL, GREG          02/17/2000   OK     N     Y
  S  088809848S00G01001001 FELDING, KERRY R      02/15/2000   OK     N     Y
  S  099986182S00G01001001 MARTY, KELANE G       02/01/2000   OK     N     Y
  S  106552379S00G01001001 WISENESS, T J         02/28/2000   OK     N     Y
-------------------------------------------------------------------------------
TOTAL NUMBER SUBSIDIZED        6
-------------------------------------------------------------------------------

  U  011563411U00G01001001 FRIEND, MONIQUE       02/15/2000   OK     N     Y
  U  022608389U00G01001001 LEWIS, PETER          02/01/2000   OK     N     Y
  U  045502620U00G00100101 CROSSHAIR, SUSIE      02/06/2000   OK     N     Y
  U  075461863U00G00100101 THOMPKINS, GENIE      02/27/2000   OK     Y     Y
-------------------------------------------------------------------------------
TOTAL NUMBER UNSUBSIDIZED      4
-------------------------------------------------------------------------------

GRAND TOTAL                   10
-------------------------------------------------------------------------------
Promissory Notes Without Origination Records Section:

       Loan ID              Batch ID              Date Received   Note Amount

444676621U00G00100101 PF1G0100120000225204342   02/27/2000          $0
444212803S00G00100101 PF1G0100120000225204342   02/27/2000          $0
444069702S00G00100101 PF1G0100120000225204342   02/27/2000          $0
444545988S00G00100101 PF1G0100120000225204342   02/27/2000          $0
444943172U00G00100101 PF1G0100120000225204342   02/27/2000          $0
444049554U00G00100101 PF1G0100120000225204342   02/27/2000          $0
E00475=================================================================================
```

SECTION A: TO BE COMPLETED BY THE BORROWER--

1. Driver's License State and Number
   NONE

2. Social Security No.
   001-48-8578

3. E-mail Address

4. Name and Address (street, city, state, zip code)

   ALBERTS, ALBERT <- Last, First, M.I.
   319 S ELM ST
   SMALLTOWN, AK 99019

5. Date of Birth 12/18/1979

6. Area Code/Telephone No.

SECTION B: TO BE COMPLETED BY THE SCHOOL--

9. School Name and Address
   TRI-CITY COLLEGE OF ASTROPHOTOGRAPH
   123 MAIN STREET
   ARLINGTON, VA 22222

10. School Code/Branch
    G01001

11. Identification No.
    001488578-M-01-G01001-0-01

Report Date: 09/11/2000 **U.S. DEPARTMENT OF EDUCATION** PAGE: 1
Report Time: 12:03:13 **2000-2001 Federal Direct Loan Program**
Promissory Note Shipping Manifest
(ALL RECORDS) Sort: SSN

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

****

PROMISSORY NOTE SHIPPING BATCH NUMBER: #A1G01001200009111 20313

BORROWER'S NAME STUDENT'S NAME STUDENT'S CURRENT SSN	LOAN ID
DAWSON, SHARON Q. DAWSON, DERMONTI A. 002-68-4685	002684685P01G01001001
EDWARDS, MICHAEL P. EDWARDS, EDWARD 003-78-9961	003789961P01G01001001
LARSON, JOHN A. LARSON, LAUREN E. 231-00-1817	231001817P01G01001001
SMITH, MARY Q. SMITH, JOHN Q. 985-38-6731	985386731P01G01001001

NUMBER OF NOTES FOR SHIPPING _____

I hereby certify that each student named on the enclosed applications/promissory notes is accepted for enrollment on at least a half-time basis and is making satisfactory progress in a program that is eligible for the loan type certified. I certify that each borrower is an eligible borrower in accordance with the Act and has been determined eligible for a loan in the amount certified. I further certify that the disbursement schedules comply with the requirements of the Act and hereby authorize the Department of Education to adjust disbursement dates if necessary to ensure compliance with the Act. I further certify that, based on records available and due inquiry, each student has met the requirements of the Selective Service Act, that each student is not liable for an overpayment of any Federal grant made under the Act, and that the information provided in the Borrower, Student and School sections of the applications/promissory notes (including information supplied in electronic format) is true, complete and accurate to the best of my knowledge and belief.

SCHOOL CODE: G01001 NAME: ELECTRONIC UNIVERSITY

SIGNATURE: ______________________________________

FAA NAME: AUTHORIZED LOAN OFFICIAL

Report Date: 09/10/2000
Report Time: 14:30:45

U.S. DEPARTMENT OF EDUCATION
2000-2001 Federal Direct Loan Program
Promissory Note Shipping Manifest
(ALL RECORDS)

Sort: SSN

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

****

PROMISSORY NOTE SHIPPING BATCH NUMBER: #A1G0100120000910143045

BORROWER'S NAME STUDENT'S CURRENT SSN	MPN ID
ALBERTS, ALBERT 001-48-8578	001488578M01G01001001
BANTEY, BEVERLY O. 002-20-1810	002201810M01G01001001
CARLSON, CARL C. 002-38-1474	002381474M01G01001001
DAWSON, DERMONTI A. 002-68-4685	002684685M01G01001001
EDWARDS, EDWARD 003-78-9961	003789961M01G01001001
LARSON, LAUREN E. 231-00-1817	231001817M01G01001001
SMITH, JOHN Q. 985-38-6731	985386731M01G01001001

NUMBER OF NOTES FOR SHIPPING _____

I hereby certify that each borrower named on the enclosed notes/disclosures is accepted for enrollment on at least a half-time basis and is making satisfactory progress in a program that is eligible for the loan type(s) awarded. I certify that each student is an eligible borrower in accordance with the Act. I further certify that each borrower's eligibility for a Pell Grant has been determined, that each borrower is not incarcerated, and that each borrower has been determined eligible for loan(s) in the amount(s) certified. I further certify that the disbursement schedules comply with the requirements of the Act and hereby authorize the Department of Education to adjust disbursement dates if necessary to ensure compliance with the Act. I further certify that, based on records available and due inquiry, each borrower has met the requirements of the Selective Service Act, that each borrower is not liable for an overpayment of any Federal grant made under the Act, and that the information provided in the Borrower and the School sections of the promissory notes/disclosures (including information supplied in electronic format) is true, complete and accurate to the best of my knowledge and belief.

SCHOOL CODE: G01001 NAME: ELECTRONIC UNIVERSITY

SIGNATURE: ______________________________

FAA NAME: AUTHORIZED LOAN OFFICIAL

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Report Date: 09/12/2000   U.S. DEPARTMENT OF EDUCATION              PAGE:  1
Report Time: 16:32:39 2000-2001 Federal Direct Loan Program
                    Promissory Note Acknowledgement From LOC
                                 (ALL RECORDS)
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*******************************************************************************
BATCH ID: #A1G010012000091014304 5

LOAN ID                  PROMISSORY NOTE  REASON CODES
CURRENT SSN              STATUS
STUDENT NAME
------------------------ ---------------- -----------------
001488578S01G01001001    ACCEPTED
001488578
ALBERTS, ALBERT

002201810S01G01001001    ACCEPTED
002201810
BANTEY, BEVERLY O

002381474S01G01001001    ACCEPTED
002381474
CARLSON, CARL C

002684685S01G01001001    ACCEPTED
002684685
DAWSON, DERMONTI A

003789961S01G01001001    ACCEPTED
003789961
EDWARDS, EDWARD

231001817S01G01001001    ACCEPTED
231001817
LARSON, LAUREN E

985386731S01G01001001    REJECTED           A
985386731
SMITH, JOHN Q



TOTAL RECORDS ACCEPTED             6
TOTAL RECORDS IN ERROR             1
TOTAL RECORDS PENDING              0
TOTAL RECORDS SKIPPED              0
TOTAL RECORDS IN BATCH             7
```

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Report Date: 09/12/2000   U.S. DEPARTMENT OF EDUCATION                 PAGE:  1
Report Time: 16:40:22 2000-2001 Federal Direct Loan Program
                           Promissory Note Acknowledgement From LOC.
                                      (ALL RECORDS)
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
********************************************************************************
BATCH ID: #A1G010012000091112O313

LOAN ID                  PROMISSORY NOTE  REASON CODES
CURRENT SSN              STATUS
STUDENT NAME
------------------------ ---------------- ----------------
002684685P01G01001001    ACCEPTED
002684685
DAWSON, DERMONTI A

003789961P01G01001001    ACCEPTED
003789961
EDWARDS, EDWARD

231001817P01G01001001    ACCEPTED
231001817
LARSON, LAUREN E

985386731P01G01001001    ACCEPTED
985386731
SMITH, JOHN Q



TOTAL RECORDS ACCEPTED             4
TOTAL RECORDS IN ERROR             0
TOTAL RECORDS PENDING              0
TOTAL RECORDS SKIPPED              0
TOTAL RECORDS IN BATCH             4
```

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Report Date: 03/21/2000   U.S. DEPARTMENT OF EDUCATION                PAGE:  1
Report Time:   16:09:58 2000-2001 Federal Direct Loan Program
                            List - Promissory Notes
                            (PROMISSORY NOTE STATUS)               Sort: Loan ID
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*********************************************************************************
BORROWER'S NAME              CURRENT
STUDENT'S NAME (PLUS ONLY)   SSN
   MPN ID (STAFFORD ONLY)
   LOAN ID                   LOAN     PNOTE  PRINT   RECEIVED    MANIFEST
   PROM NOTE BATCH ID        TYPE     STAT   IND.    DATE        PRINT DATE
---------------------------  -------  -----  ------  ----------  ----------
HADDOCK, DORIS               333-11-2222
   333112222M01G01001001
   333112222S01G01001001         S       P      O
   333112222U01G01001001         U       P      O


ABERCROMBIE, ALLEN A.        444-11-2233
   444112233M01G01001001
   444112233S01G01001001         S       P      O


SCRIVNER, BARTLEBY A.        444-11-5544
   444115544M01G01001001
   444115544S01G01001001         S       P      O


BARTON, ERRY O.              444-11-6622
   444116622M01G01001001
   444116622S01G01001001         S       P      O


KERSHAW, PAUL                444-11-7722
   444117722M01G01001001
   444117722S01G01001001         S       P      O


NEWTON, WAYON                444-11-8822
   444118822M01G01001001
   444118822U01G01001001         U       P      O


WARNER, SYLVESTER            444-11-9922
   444119922M01G01001001
   444119922U01G01001001         U       P      O


CHISEL, BART                 555-11-3333
   555113333M01G01001001
   555113333S01G01001001         S       P      O
   555113333U01G01001001         U       P      O


BROWN, DENITA G.             555-11-4444
   555114444M01G01001001
   555114444S01G01001001         S       P      O
```

```
Report Date: 03/21/2000   U.S. DEPARTMENT OF EDUCATION                PAGE:  2
Report Time:    16:09:58 2000-2001 Federal Direct Loan Program
                                   List - Promissory Notes
                                   (PROMISSORY NOTE STATUS)            Sort: Loan ID
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*******************************************************************************
BORROWER'S NAME                  CURRENT
STUDENT'S NAME (PLUS ONLY)       SSN
   MPN ID (STAFFORD ONLY)
   LOAN ID                       LOAN      PNOTE  PRINT   RECEIVED     MANIFEST
   PROM NOTE BATCH ID            TYPE      STAT   IND.    DATE         PRINT DATE
--------------------------       -------   -----  ------  ----------   ----------
HOLST, KATHY G.                  555-11-5555
   555115555M01G01001001
   555115555S01G01001001            S        P      O


COPLAND, MARIAN P.               555-11-6666
   555116666M01G01001001
   555116666S01G01001001            S        P      O


STOUT, SHARON S.                 998-27-2016
   998272016M01G01001001
   998272016S01G01001001            S        P      O



TOTAL STAFFORD MPNs:                12
TOTAL PLUS PROMISSORY NOTES:        0
```

```
Report Date: 08/29/2000   U.S. DEPARTMENT OF EDUCATION              PAGE:  1
Report Time:   12:09:40 2000-2001 Federal Direct Loan Program
                          Anticipated Disbursements List
                              (ALL RECORDS)                 Sort: Last Name
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*********************************************************************************

                                              Anticipated      Actual
Borrower's Name                                   Date          Date
Student's Name                   Loan Type       Gross         Gross     Adjusted
      Origination Loan ID        Disb Num        Net           Net       Disb
      Origination Batch ID                                  Action Type  Date
-----------------------------    --------- ------------ ------------ -----------
ABERCROMBIE, ALLEN A.                       09/01/2000
                                     S      $1,150.00     $0.00
      444112233S01G01001001          1      $1,116.00     $0.00
      #D1G01001200000225193637

BARLEY, BRENDAN B.                          09/01/2000
                                     S      $1,100.00     $0.00
      998957795S01G01001001          1      $1,067.00     $0.00
      #D1G01001200000225215844

BARTON, ERRY O.                             09/01/2000
                                     S      $4,100.00     $0.00
      444116622S01G01001001          1      $3,977.00     $0.00
      #D1G01001200000225193637

DALLMAN, DARIOUS D.                         09/01/2000
                                     S      $1,313.00     $0.00
      998780255S01G01001001          1      $1,274.00     $0.00
      #D1G01001200000225193637

ESTMAN, ERAN E.                             09/01/2000
                                     S      $1,750.00     $0.00
      998948900S01G01001001          1      $1,698.00     $0.00
      #D1G01001200000225193637

ISTHMUS, ISSACR I.                          09/01/2000
                                     S      $4,250.00     $0.00
      998865966S01G01001001          1      $4,123.00     $0.00
      #D1G01001200000828162315

JAMES, DUKE                                 09/01/2000
                                     S      $1,050.00     $0.00
      555117777S01G01001001          1      $1,019.00     $0.00
      PF1G01001200000225204342

JUNIPER, SALLY                              09/01/2000
JUNIPER, JERMAINE J.                 P      $2,800.00     $0.00
      998626852P01G01001001          1      $2,688.00     $0.00
      #D1G01001200000225215844

KERSHAW, PAUL                               09/01/2000
                                     S      $1,313.00     $0.00
      444117722S01G01001001          1      $1,274.00     $0.00
      #D1G01001200000225215844
```

Borrower's Name Student's Name Origination Loan ID Origination Batch ID	Loan Type Disb Num	Anticipated Date Gross Net	Actual Date Gross Net Action Type	Adjusted Disb Date
NEWTON, WAYON		09/01/2000		
	U	$2,750.00	$0.00	
444118822U01G01001001	1	$2,668.00	$0.00	
#D1G0100120000225215844				
SCRIVNER, BARTLEBY A.		09/01/2000		
	S	$750.00	$0.00	
444115544S01G01001001	1	$728.00	$0.00	
#D1G0100120000225215844				
WARNER, SYLVESTER		09/01/2000		
	U	$2,400.00	$0.00	
444119922U01G01001001	1	$2,328.00	$0.00	
PF1G0100120000225204342				
YANGTZE, RIVER		09/01/2000		
YANGTZE, YANCEY Y.	P	$3,250.00	$0.00	
998488578P01G01001001	1	$3,120.00	$0.00	
PF1G0100120000225204342				
YOKUM, LOKUM		09/01/2000		
YOKUM, CHESTER	P	$900.00	$0.00	
999819871P01G01001001	1	$864.00	$0.00	
PF1G0100120000225204342				

	ANTICIPATED	ACTUAL
SUBSIDIZED STAFFORD LOANS		
Total Gross Disbursements	$16,776.00	$0.00
Total Net Disbursements	$16,276.00	$0.00
UNSUBSIDIZED STAFFORD LOANS		
Total Gross Disbursements	$5,150.00	$0.00
Total Net Disbursements	$4,996.00	$0.00
PLUS LOANS		
Total Gross Disbursements	$6,950.00	$0.00
Total Net Disbursements	$6,672.00	$0.00
Total Gross Disbursements (ALL)	$28,876.00	$0.00
Total Net Disbursements (ALL)	$27,944.00	$0.00

```
RUN DATE: 03/06/2001        DEPARTMENT OF EDUCATION                  PAGE:     1
PROGRAM:  DB002          DIRECT LOAN ORIGINATION SUBSYSTEM
                      WEEKLY ANTICIPATED DISBURSEMENT LISTING
                            04/20/2001 THRU 04/26/2001
                            FOR ACADEMIC YEAR 2000-2001

SCHOOL NAME: TRI-CITY COLLEGE OF ASTROPHOTOGRAPHY
    ADDRESS: 123 MAIN STREET                           SCHOOL CODE: G01001
             ARLINGTON         VA 22222

STUDENT NAME                    SOC SEC NO    LOAN TYPE   LOAN ID
DISB DATE                       DISB NO       GROSS AMT   ORIG  FEE    NET   AMT

STEVE     BARROSO               444-83-9627   P           445639627P00G01001001
04/24/2000                      2         $2,853.00     $114.00       $2,739.00
                                      TOTAL NET AMOUNT:               $2,739.00

JUAN      BARBER              C 444-91-2009   S           444912009S00G01001001
04/24/2000                      2         $1,312.00      $39.00       $1,273.00
                                      TOTAL NET AMOUNT:               $1,273.00

NORMAN    GUILD                 444-90-5363   P           444656312P00G01001001
04/24/2000                      2         $1,681.00      $67.00       $1,614.00
                                      TOTAL NET AMOUNT:               $1,614.00

MARTIN    BROOKS              R 444-59-3402   S           444593402S00G01001001
04/24/2000                      2         $1,302.00      $39.00       $1,263.00
                                      TOTAL NET AMOUNT:               $1,263.00

MARTIN    BROOKS              R 444-59-3402   U           444593402U00G01001001
04/24/2000                      2         $1,663.00      $49.00       $1,614.00
                                      TOTAL NET AMOUNT:               $1,614.00

REGINALD  PENTA                 444-92-2043   P           444952627P00G01001001
04/24/2000                      2         $1,863.00      $74.00       $1,789.00
                                      TOTAL NET AMOUNT:               $1,789.00

REGINALD  PENTA                 444-95-2627   S           444952627S00G01001001
04/24/2000                      2         $1,312.00      $39.00       $1,273.00
                                      TOTAL NET AMOUNT:               $1,273.00


                                 SCHOOL TOTAL NET AMOUNT:            $11,565.00
```

```
RUN DATE: 03/07/2000       DEPARTMENT OF EDUCATION                 PAGE:      1
PROGRAM:  DB003         DIRECT LOAN ORIGINATION SUBSYSTEM
                              DISBURSEMENT ROSTER
                       FOR LOANS TO BE FUNDED 03/13/2000
                          FOR ACADEMIC YEAR 1999-2000

SCHOOL NAME: TRI-CITY COLLEGE OF ASTROPHOTOGRAPHY
    ADDRESS: 123 MAIN STREET                            SCHOOL CODE: G01001
             ARLINGTON        VA 22222

STUDENT NAME                  SOC SEC NO    LOAN TYPE   LOAN ID
DISB DATE                     DISB NO       GROSS AMT   ORIG  FEE   NET   AMT

LOUIE ANDERSON                444-29-9246   S           444299246S00G01001001
03/13/2000                    2           $766.00       $22.00          $744.00
                                         TOTAL NET AMOUNT:              $744.00

SELINA    DIAZ             L  555-63-3032   S           555633032S00G01001001
03/13/2000                    2         $1,312.00       $39.00        $1,273.00
                                         TOTAL NET AMOUNT:            $1,273.00

LISA      CARLTON          M  222-21-2405   S           222212405S00G01001001
03/13/2000                    2         $1,312.00       $39.00        $1,273.00
                                         TOTAL NET AMOUNT:            $1,273.00

HAPPY     MYERS II         B  444-59-8894   U           444598894U00G01001001
03/13/2000                    2         $1,262.00       $37.00        $1,225.00
                                         TOTAL NET AMOUNT:            $1,225.00

NIKI      NORTON           C  444-49-7621   S           444497621S00G01001001
03/13/2000                    2         $1,312.00       $39.00        $1,273.00
                                         TOTAL NET AMOUNT:            $1,273.00

MELISSA   ROUCHER          A  111-56-6585   S           111566585S00G01001001
03/13/2000                    2         $1,312.00       $39.00        $1,273.00
                                         TOTAL NET AMOUNT:            $1,273.00


                                  SCHOOL TOTAL NET AMOUNT:            $7,061.00
```

```
Report Date: 08/30/2000   U.S. DEPARTMENT OF EDUCATION                    PAGE:  1
Report Time: 17:07:25 2000-2001 Federal Direct Loan Program
                 Disbursement Acknowledgement Import Edit Report
                                 (ALL RECORDS)
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*******************************************************************************
BATCH ID: #B1G0100120000902162339

                                                FIELD IN ERROR            LOC NET
LOAN ID                 #  DISB. DATE TYPE      BOOKED STATUS             AMOUNT
--------------------    -- ---------- ----      ----------------------    --------
555112222P01G01001001   01 09/02/2000 L         BOOKED                    $  2,496
555113333S01G01001001   01 09/02/2000 L         BOOKED                    $  1,843
555113333U01G01001001   01 09/02/2000 L         BOOKED                    $  1,601
555114444S01G01001001   01 09/02/2000 L         BOOKED                    $  1,273
555115555S01G01001001   01 09/02/2000 L         BOOKED                    $  2,668
555116666S01G01001001   01 09/02/2000 L         BOOKED                    $  1,625
555117777P01G01001001   01 09/02/2000 L         BOOKED                    $  1,920


TOTAL SCHOOL LOAN IDS IN ERROR          0
TOTAL SCHOOL CODES IN ERROR             0
TOTAL DISB #'S IN ERROR                 0
TOTAL DISB TYPES IN ERROR               0
TOTAL DISB DATES IN ERROR               0
TOTAL SEQUENCE NUMBERS IN ERROR         0
TOTAL DISB AMOUNTS IN ERROR             0

TOTAL RECORDS IN ERROR                  0
TOTAL DUPLICATE DISBURSEMENTS           0

TOTAL RECORDS SKIPPED                   0

TOTAL RECORDS ACCEPTED                  7
TOTAL RECORDS BOOKED                    7
TOTAL RECORDS UNBOOKED                  0

TOTAL RECORDS IN BATCH                  7
```

Report Date: 04/13/2000 U.S. DEPARTMENT OF EDUCATION
Report Time: 21:49:46 2000-2001 Federal Direct Loan Program
Direct Loan School Account Statement
(ALL RECORDS)

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

****

BATCH ID: AS1G0100120000831154407
LOC Process Date: 08/31/2000

School Code: G01001
Month End: 08/31/2000

CASH SUMMARY

Beginning Balance:			$	46,787
Cash Receipts:	$	75,250		
Excess Cash Returned:	$	0		
Total Cash Receipts			$	75,250
Net Booked Disb. Actual:	$	9,011		
Net Booked Disb. Adjustments:	$	0		
Total Net Booked Loan Detail			$	9,011
Ending Cash Balance:			$	113,026

Net Unbooked Disb. Actual:	$	0		
Net Unbooked Disb. Adjustments:	$	0		
Total Net Unbooked Loan Detail			$	0
Adjusted Ending Cash Balance:			$	113,026

******

The LOC's Ending Cash Balance represents the Department's official cash balance for your school at the end of the current month. This ending cash balance from the LOC's records will be used by the Department to monitor the cash activity and balances at your school. If your records do not agree, please notify your Customer Service Representative IMMEDIATELY.

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Report Date: 04/13/2000   U.S. DEPARTMENT OF EDUCATION                 PAGE:  2
Report Time: 21:49:46 2000-2001 Federal Direct Loan Program
                     Direct Loan School Account Statement
                                  (ALL RECORDS)
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*******************************************************************************
BATCH ID: AS1G0100120000831154407
LOC Process Date:  08/31/2000

School Code:  G01001
Month End:    08/31/2000


CASH DETAIL RECORDS FOR THIS MONTH

TRANS TYPE     DATE          AMOUNT                GAPS CONTROL #     CHECK #
----------     ----------    ---------------       --------------     -------
Cash Receipt   08/25/2000    $          75,250     1234567890123
```

```
*********************************************************************************
BATCH ID : AS1G0100120000831154407
LOC Process Date:  08/31/2000

School Code:  G01001
Month End:    08/31/2000


LOAN DETAIL RECORDS

BORROWER'S NAME                 DISB#/TYPE  LOC       STATUS        BOOKED
LOAN ID                         DATE        AMOUNT                  DATE
--------------------            ----------- --------  ------------- ----------

CHISEL, BART                    01 G                  BOOKED        08/28/2000
555113333S01G01001001           08/28/2000  $  1,900 GROSS
                                            $     57 FEE
                                            $  1,843 NET
                                            $      0 NET ADJUSTMENT

CHISEL, BART                    01 G                  BOOKED        08/28/2000
555113333U01G01001001           08/28/2000  $  1,650 GROSS
                                            $     49 FEE
                                            $  1,601 NET
                                            $      0 NET ADJUSTMENT

BROWN, DENITA G                 01 G                  BOOKED        08/28/2000
555114444S01G01001001           08/28/2000  $  1,313 GROSS
                                            $     39 FEE
                                            $  1,274 NET
                                            $      0 NET ADJUSTMENT

HOLST, KATHY G                  01 G                  BOOKED        08/28/2000
555115555S01G01001001           08/28/2000  $  2,750 GROSS
                                            $     82 FEE
                                            $  2,668 NET
                                            $      0 NET ADJUSTMENT

COPLAND, MARIAN P               01 G                  BOOKED        08/28/2000
555116666S01G01001001           08/28/2000  $  1,675 GROSS
                                            $     50 FEE
                                            $  1,625 NET
                                            $      0 NET ADJUSTMENT
```

Report Date: 08/30/2000 U.S. DEPARTMENT OF EDUCATION PAGE: 1
Report Time: 19:19:56 2000-2001 Federal Direct Loan Program
Booked Status Measurement Report
(ALL RECORDS) Sort: Last Name

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

Reported Period to:
Records Not Booked

Borrower's Name Student's Name Loan ID	Current SSN	Orig Sts	PNote Sts	Disb Sts/#	Disb Type	Disb Amt	Disb Date
BANTEY, BEVERLY O. 002201810S01G01001001	002-20-1810	B	A	B 1	G	$1,313	09/01/2000
BROWN, DENITA G. 555114444S01G01001001	555-11-4444	A	P	B 1	G	$1,313	08/28/2000
CARLSON, CARL C. 002381474S01G01001001	002-38-1474	B	A	B 1	G	$1,750	09/02/2000
CHISEL, BART 555113333S01G01001001	555-11-3333	A	P	B 1	G	$1,900	08/28/2000
CHISEL, BART 555113333U01G01001001	555-11-3333	A	P	B 1	G	$1,650	08/28/2000
COPLAND, MARIAN P. 555116666S01G01001001	555-11-6666	A	P	B 1	G	$1,675	08/28/2000
DAWSON, DERMONTI A. 002684685S01G01001001	002-68-4685	B	A	B 1	G	$2,500	09/01/2000
EDWARDS, EDDIE EDWARDS, EDWARD 003789961P01G01001001	003-78-9961	B	A	B 1	G	$500	09/01/2000
EDWARDS, EDWARD 003789961S01G01001001	003-78-9961	B	A	B 1	G	$1,313	09/01/2000
HOLST, KATHY G. 555115555S01G01001001	555-11-5555	A	P	B 1	G	$2,750	08/28/2000
JAMES, HARRY S. JAMES, DUKE 555117777P01G01001001	555-11-7777	A	A	B 1	G	$2,000	09/01/2000
LAURSEN, KATHY LARSON, LAUREN E. 231001817P01G01001001	231-00-1817	B	A	B 1	G	$1,000	09/01/2000

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Report Date: 08/30/2000   U.S. DEPARTMENT OF EDUCATION                PAGE:  2
Report Time:    19:19:56 2000-2001 Federal Direct Loan Program
                         Booked Status Measurement Report
                               (ALL RECORDS)                      Sort: Last Name
  THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*********************************************************************************

Reported Period to:
Records Not Booked
Borrower's Name
Student's Name                Current     Orig PNote Disb  Disb Disb    Disb
Loan ID                       SSN         Sts  Sts   Sts/# Type Amt     Date
---------------------------   ----------- ---- ----- ----- ---- ------- ----------
LARSON, LAUREN E.
                              231-00-1817 B    A     B  1  G     $1,313 09/01/2000
231001817S01G01001001

SMITH, JOHN Q.
                              985-38-6731 B    A     B  1  G     $1,313 03/14/2000
985386731S01G01001001

TREK, STAR
TREK, DENNIS S.               555-11-2222 A    A     B  1  G     $2,600 09/01/2000
555112222P01G01001001


Total Unbooked Disbursements Actual:            $24,890.00
Total Unbooked Net Adjustments:                      $0.00

B = Batched Origination Records:             8   53.33%
E = Rejected Origination Records:            0    0.00%
A = Accepted Origination Records:            7   46.67%

S = Signed Promissory Notes:                 0    0.00%
M = Prom Notes Sent on Manifest:             0    0.00%
E = Rejected Promissory Notes:               0    0.00%
X = Pending Promissory Notes:                0    0.00%
A = Accepted Promissory Notes:              10   66.67%

R = Ready Disbursement Records:              0    0.00%
B = Batched Disbursement Records:           15  100.00%
E = Rejected Disbursement Records:           0    0.00%
A = Accepted Disbursement Records:           0    0.00%

Total Records:            15
```

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Report Date: 08/30/2000   U.S. DEPARTMENT OF EDUCATION                 PAGE:  1
Report Time: 19:35:33 2000-2001 Federal Direct Loan Program
                               Cash Summary List
                                 (ALL RECORDS)
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
********************************************************************************

Reported Period: 08/01/2000 to 08/30/2000
Institution Code: G01001

Cash Summary - School Amounts

Beginning Cash Balance:                                                  $46,787

     Cash Receipts:                                         $75,250
     Excess Cash Returned:                                     $(0)
Total Cash Receipts:                                                     $75,250

     Net Booked Disb. Actual:                                $9,011
     Net Booked Disb. Adjustments:                               $0
Total Net Booked Loan Detail (Disbursements):                           $(9,011)

Ending Cash Balance:                                                    $113,026
```

```
Report Date: 04/03/2000     U. S. DEPARTMENT OF EDUCATION        Page:     1
Report Time: 01:31:50 AM      Federal Direct Loan Program
                       Optional Loan Detail Exception Report for Booked Loans
                                For the End Date of 03/31/2000

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

School ID: G01001   School Name: TRI-CITY COLLEGE OF ASTROPHOTOGRAPHY
No. of Attempts This Month:  1  Direct Loan Year: 06  File Processed: Accept

Loan ID         Transaction Db Act Seq     Booked    Gross   Fee    Net     Adj  Ma
                       Date No  Cd  No      Date      Amt    Amt    Amt     Amt  Ad
-----------------------------------------------------------------------------------
003785126 S 00 G01001 101
    SCHOOL
    LOC      03/02/2000 1   D   01 03/08/2000 02625  00078  02547
    Difference        *  *  *   *       *        *      *      *

166824121 S 00 G01001 101
    SCHOOL   08/20/1999 1   D   01 03/31/2000 01750  00052  01698
    LOC      08/20/1999 1   D   01 08/24/1999 01750  00052  01698
    Difference                          #

167564514 S 00 G01001 101
    SCHOOL   10/15/1999 1   D   01 03/31/2000 02500  00075  02425
    LOC      10/15/1999 1   D   01 10/19/1999 02500  00075  02425
    Difference                          #

170654248 S 00 G01001 101
    SCHOOL   08/20/1999 1   D   01 03/31/2000 02218  00066  02152
    LOC      08/20/1999 1   D   01 08/24/1999 02218  00066  02152
    Difference                          #

171522450 S 00 G01001 101
    SCHOOL
    LOC      02/09/2000 1   D   01 03/13/2000 02604  00078  02526
    Difference        *  *  *   *       *        *      *      *

    SCHOOL
    LOC      02/09/2000 2   D   01 03/13/2000 02604  00078  02526
    Difference        *  *  *   *       *        *      *      *

173645232 U 00 G01001 101
    SCHOOL   09/22/1999 1   D   01 03/31/2000 02750  00082  02668
    LOC      09/22/1999 1   D   01 10/05/1999 02750  00082  02668
    Difference                          #

    SCHOOL   12/26/1999 2   D   01 03/31/2000 02750  00082  02668
    LOC      12/26/1999 2   D   01 01/04/2000 02750  00082  02668
    Difference                          #

189657515 S 00 G01001 101
    SCHOOL   08/20/1999 1   D   01 03/31/2000 04250  00127  04123
    LOC      08/20/1999 1   D   01 08/24/1999 04250  00127  04123
    Difference                          #

  * indicates a difference between the school data and the LOC.
  L indicates a transaction is accepted but not applied.
```

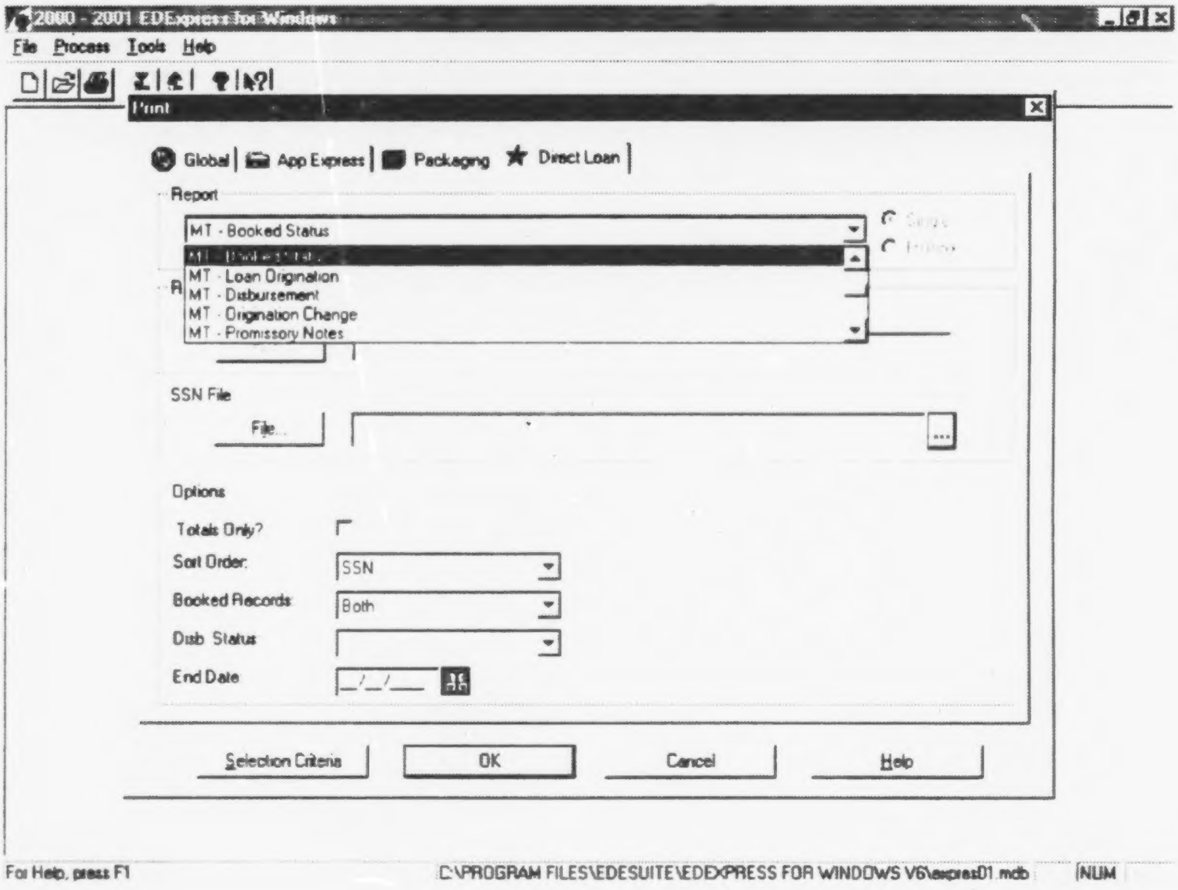
Appendix D

Measurement Tools Reports

The Measurement Tools reports are designed to assist you with self-evaluating your school's own Direct Loan Program procedures and policies. These reports can assist you with monitoring current operations, procedures, and program status. You decide which reports to use, when to run them, and what action to take as a result. You can use them to review progress as part of continuous improvement.

Once you have established your tolerances you will be able to run the following reports:

- MT Booked Status: This report lists booked and unbooked records with an accepted origination status in your database through a given end date. The report can be used to compare EDExpress Direct Loan data to the LOC data received in the Direct Loan School Account Statement.
- MT Loan Origination: This report monitors the loan origination process by calculating and averaging the actual process times for every loan record processed during the reporting period and comparing these averages to your school's tolerances (or guidelines). The report also monitors process times for the three types of loans: Subsidized Stafford, Unsubsidized Stafford, and PLUS.
- MT Disbursement: This report monitors the disbursement process by calculating and averaging the actual process times from the date the promissory note was accepted by the LOC to the date of the actual disbursement. It then compares the average number of days elapsed to your school's tolerances (or guidelines).


2000 - 2001 EDExpress for Windows
File
Process
Tools
Help
Print
Global
App Express
Packaging
Direct Loan
MT - Loan Origination
MT - Disbursement
MT - Origination Change
MT - Promissory Notes
SSN File
File...
Options
Selection Criteria
OK
Cancel
Help
For Help, press F1
NUM

Report: MT - Booked Status

Totals Only? ☐

Sort Order: SSN

Booked Records: Both

Disb Status:

End Date: __/__/____

C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS V6\express01.mdb

BEST COPY AVAILABLE

- MT Origination Change: This report provides information on the number of times loan origination records are changed, and which fields have changed. Analysis of this report can help you identify the fields or loan types that require the most changes.
- MT Promissory Notes: This report monitors the process of receiving signed promissory notes from borrowers, updating EDExpress with the date signed, and sending the signed notes with a promissory note manifest to the LOC. EDExpress stores the date the note was received and the date the note was included on a paper manifest. The days that elapse between these two dates is the processing time to turn around notes received from borrowers to the LOC.
- MT Regenerate Batch: This report provides the counts of batches regenerated per batch type. The report lists the batch types and the number of times each has been regenerated. This information is used to identify batches that may cause problems during the process of transmitting batches to the LOC.
- MT Direct Loan Volume: This report provides the volume of booked loans in your database by loan type. Booked loans have the loan origination record, promissory note, and first disbursement accepted by the LOC. They are identified by having a status of booked for the first disbursement field. Each booked loan detail listed includes the gross and net amount. At the end of the report are the total number, total dollar value, and dollar value percentage of the gross. Totals are listed according to loan type and grand total.
- MT Batch Activity: This report monitors the process of creating export batches, sending the batches to the LOC, then importing the batch acknowledgements. The software stores the date records were batched and the date acknowledgements were imported.
- MT Promissory Note Volume: This report provides the volume of all promissory notes printed by your school. Loans that have a promissory note status equal to P (printed), S (signed and returned), M (manifested), A (accepted by LOC), E (rejected by LOC), or X (pending origination record) are included on this report.

Use the Print function to print the report using the tolerances you established.

```
Report Date: 04/03/2000     U. S. DEPARTMENT OF EDUCATION        Page:     1
Report Time: 01:31:50 AM      Federal Direct Loan Program
                      Optional Loan Detail Exception Report for Booked Loans
                               For the End Date of 03/31/2000

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

School ID: G01001   School Name: TRI-CITY COLLEGE OF ASTROPHOTOGRAPHY
No. of Attempts This Month:  1  Direct Loan Year: 06  File Processed: Accept

Loan ID      Transaction Db Act Seq    Booked    Gross    Fee     Net     Adj  Ma
                    Date No  Cd  No      Date      Amt    Amt     Amt     Amt  Ad
------------------------------------------------------------------------------------
003785126 S 00 G01001 101
      SCHOOL
      LOC      03/02/2000 1   D   01 03/08/2000 02625   00078   02547
      Difference        *   *   *   *          *      *       *       *

166824121 S 00 G01001 101
      SCHOOL   08/20/1999 1   D   01 03/31/2000 01750   00052   01698
      LOC      08/20/1999 1   D   01 08/24/1999 01750   00052   01698
      Difference                              #

167564514 S 00 G01001 101
      SCHOOL   10/15/1999 1   D   01 03/31/2000 02500   00075   02425
      LOC      10/15/1999 1   D   01 10/19/1999 02500   00075   02425
      Difference                              #

170654248 S 00 G01001 101
      SCHOOL   08/20/1999 1   D   01 03/31/2000 02218   00066   02152
      LOC      08/20/1999 1   D   01 08/24/1999 02218   00066   02152
      Difference                              #

171522450 S 00 G01001 101
      SCHOOL
      LOC      02/09/2000 1   D   01 03/13/2000 02604   00078   02526
      Difference        *   *   *   *          *      *       *       *

      SCHOOL
      LOC      02/09/2000 2   D   01 03/13/2000 02604   00078   02526
      Difference        *   *   *   *          *      *       *       *

173645232 U 00 G01001 101
      SCHOOL   09/22/1999 1   D   01 03/31/2000 02750   00082   02668
      LOC      09/22/1999 1   D   01 10/05/1999 02750   00082   02668
      Difference                              #

      SCHOOL   12/26/1999 2   D   01 03/31/2000 02750   00082   02668
      LOC      12/26/1999 2   D   01 01/04/2000 02750   00082   02668
      Difference                              #

189657515 S 00 G01001 101
      SCHOOL   08/20/1999 1   D   01 03/31/2000 04250   00127   04123
      LOC      08/20/1999 1   D   01 08/24/1999 04250   00127   04123
      Difference                              #

  * indicates a difference between the school data and the LOC.
  L indicates a transaction is accepted but not applied.
```

```
Report Date: 04/12/2000   U.S. DEPARTMENT OF EDUCATION                PAGE:  1
Report Time:    08:57:24 2000-2001 Federal Direct Loan Program
                        Booked Status Measurement Report
                                 (ALL RECORDS)                        Sort: SSN
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*********************************************************************************

Reported Period to: 09/30/2000
Booked Records
Borrower's Name
Student's Name               Current     Orig PNote Disb  Disb Disb    Disb
Loan ID                      SSN         Sts  Sts   Sts/# Type Amt     Date
---------------------------- ----------- ---- ----- ----- ---- ------- ----------
TREK, STAR
TREK, DENNIS S.              555-11-2222 A    A     A  1  G     $2,600 09/01/2000
555112222P01G01001001

CHISEL, BART
                             555-11-3333 A    P     A  1  G     $1,900 08/28/2000
555113333S01G01001001

CHISEL, BART
                             555-11-3333 A    P     A  1  G     $1,650 08/28/2000
555113333U01G01001001

BROWN, DENITA G.
                             555-11-4444 A    P     A  1  G     $1,313 08/28/2000
555114444S01G01001001

HOLST, KATHY G.
                             555-11-5555 A    P     A  1  G     $2,750 08/28/2000
555115555S01G01001001

COPLAND, MARIAN P.
                             555-11-6666 A    P     A  1  G     $1,675 08/28/2000
555116666S01G01001001

JAMES, HARRY S.
JAMES, DUKE                  555-11-7777 A    A     A  1  G     $2,000 09/01/2000
555117777P01G01001001


Total Booked Disbursements Actual:             $13,888.00
Total Booked Net Adjustments:                       $0.00

B = Batched Origination Records:          0    0.00%
E = Rejected Origination Records:         0    0.00%
A = Accepted Origination Records:         7  100.00%

S = Signed Promissory Notes:              0    0.00%
M = Prom Notes Sent on Manifest:          0    0.00%
E = Rejected Promissory Notes:            0    0.00%
X = Pending Promissory Notes:             0    0.00%
A = Accepted Promissory Notes:            2   28.57%

R = Ready Disbursement Records:           0    0.00%
B = Batched Disbursement Records:         0    0.00%
E = Rejected Disbursement Records:        0    0.00%
A = Accepted Disbursement Records:        7  100.00%

Total Records:              7
```

```
Report Date: 04/12/2000   U.S. DEPARTMENT OF EDUCATION                  PAGE:  2
Report Time:    08:57:25 2000-2001 Federal Direct Loan Program
                          Booked Status Measurement Report
                                (ALL RECORDS)                         Sort: SSN
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*******************************************************************************

Reported Period to: 09/30/2000
Records Not Booked
Borrower's Name
Student's Name               Current     Orig PNote Disb  Disb Disb     Disb
Loan ID                      SSN         Sts  Sts   Sts/# Type Amt      Date
---------------------------- ----------- ---- ----- ----- ---- ------- ----------
ABERCROMBIE, ALLEN A.
                             444-11-2233 A    A     B  1  G     $1,150 09/01/2000
444112233S01G01001001

SCRIVNER, BARTLEBY A.
                             444-11-5544 A    A     B  1  G       $750 09/01/2000
444115544S01G01001001

BARTON, ERRY O.
                             444-11-6622 A    A     B  1  G     $4,100 09/01/2000
444116622S01G01001001

KERSHAW, PAUL
                             444-11-7722 A    A     R  1  A         $0 09/01/2000
444117722S01G01001001

KERSHAW, PAUL
                             444-11-7722 A    A     B  1  G     $1,313 09/01/2000
444117722S01G01001001

NEWTON, WAYON
                             444-11-8822 A    A     B  1  G     $2,750 09/01/2000
444118822U01G01001001

WARNER, SYLVESTER
                             444-11-9922 A    R     B  1  G     $2,400 09/01/2000
444119922U01G01001001

VANDRELL, SUSAN P.
                             987-12-7845 A    P     B  1  G     $1,725 09/01/2000
987127845S01G01001001

VANDRELL, SUSAN P.
                             987-12-7845 A    P     B  1  G     $1,025 09/01/2000
987127845U01G01001001

GREENWOOD, ELLE C.
                             987-42-9875 A    P     B  1  G     $2,025 09/01/2000
987429875S01G01001001
```

```
Report Date: 04/12/2000   U.S. DEPARTMENT OF EDUCATION                PAGE:  3
Report Time:    08:57:25 2000-2001 Federal Direct Loan Program
                         Booked Status Measurement Report
                                  (ALL RECORDS)                        Sort: SSN
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
********************************************************************************

Reported Period to: 09/30/2000
Records Not Booked
Borrower's Name
Student's Name              Current     Orig PNote Disb  Disb Disb    Disb
Loan ID                     SSN         Sts  Sts   Sts/# Type Amt     Date
--------------------------- ----------- ---- ----- ----- ---- ------- ----------

Total Unbooked Disbursements Actual:                $17,238.00
Total Unbooked Net Adjustments:                          $0.00

B = Batched Origination Records:               0    0.00%
E = Rejected Origination Records:              0    0.00%
A = Accepted Origination Records:             10  100.00%

S = Signed Promissory Notes:                   0    0.00%
M = Prom Notes Sent on Manifest:               0    0.00%
E = Rejected Promissory Notes:                 0    0.00%
X = Pending Promissory Notes:                  0    0.00%
A = Accepted Promissory Notes:                 6   60.00%

R = Ready Disbursement Records:                1   10.00%
B = Batched Disbursement Records:              9   90.00%
E = Rejected Disbursement Records:             0    0.00%
A = Accepted Disbursement Records:             0    0.00%

Total Records:            10
```

```
Report Date: 04/12/2000   U.S. DEPARTMENT OF EDUCATION             PAGE:  1
Report Time:   08:58:14 2000-2001 Federal Direct Loan Program
                      Loan Origination Measurement Report
                                 (ALL RECORDS)                  Sort: Last Name
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
******************************************************************************
Reported Period:  to
Borrower's Name:
Student's Name:                 Add        Orig        Days    Batched     Days
Loan ID (Unsubsidized)          Date       Date        Elapsed Date        Elapsed
------------------------------  ---------- ---------- -------- ---------- -------

BANTEY, BEVERLY O.              04/04/2000 04/04/2000    0     04/04/2000   0
002201810U01G01001001

CHISEL, BART                    02/28/2000 02/28/2000    0     02/28/2000   0
555113333U01G01001001

HALPERSON, HAROLD H.            04/04/2000 04/04/2000    0     04/04/2000   0
998582772U01G01001001

ISTHMUS, ISSACR I.              09/01/2000 09/01/2000    0     02/25/2000   189
998865966U01G01001001

JAMES, DUKE                     09/03/2000 09/03/2000    0     04/04/2000   152
555117777U01G01001001

NEWTON, WAYON                   02/25/2000 02/25/2000    0     02/25/2000   0
444118822U01G01001001

VANDRELL, SUSAN P.              09/02/2000 09/02/2000    0     09/03/2000   1
987127845U01G01001001

WARNER, SYLVESTER               02/25/2000 02/25/2000    0     02/25/2000   0
444119922U01G01001001

Total Number of Unsubsidized Loan Records:              8
Average Days Elapsed (Add to Originated):            0.00
Average Days Elapsed (Originated to Batched):       42.75
Recommended Tolerance (Add to Originated):              1
Recommended Tolerance (Originated to Batched):          5

* - Current Date Used
```

Report Date: 04/12/2000 U.S. DEPARTMENT OF EDUCATION

Report Time: 08:58:14 2000-2001 Federal Direct Loan Program

Loan Origination Measurement Report

(ALL RECORDS) Sort: Last Name

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

Reported Period: to

Borrower's Name: Student's Name: Loan ID (Subsidized)	Add Date	Orig Date	Days Elapsed	Batched Date	Days Elapsed
ABERCROMBIE, ALLEN A. 444112233S01G01001001	02/25/2000	02/25/2000	0	02/25/2000	0
BANKS, LUCILLE 123444456S01G01001001	04/04/2000	04/04/2000	0	04/04/2000	0
BARLEY, BRENDAN B. 998957795S01G01001001	02/25/2000	02/25/2000	0	02/25/2000	0
BARTON, ERRY O. 444116622S01G01001001	02/25/2000	02/25/2000	0	02/25/2000	0
BROWN, DENITA G. 555114444S01G01001001	02/28/2000	02/28/2000	0	02/28/2000	0
CHISEL, BART 555113333S01G01001001	02/28/2000	02/28/2000	0	02/28/2000	0
COPLAND, MARIAN P. 555116666S01G01001001	02/28/2000	02/28/2000	0	02/28/2000	0
DALLMAN, DARIOUS D. 998780255S01G01001001	02/25/2000	02/25/2000	0	02/25/2000	0
EDWARDS, EDWARD 003789961S01G01001001	04/04/2000	04/04/2000	0	04/04/2000	0
ESTMAN, ERAN E. 998948900S01G01001001	02/25/2000	02/25/2000	0	02/25/2000	0
GREENWOOD, ELLE C. 987429875S01G01001001	09/03/2000	09/03/2000	0	09/03/2000	0
HOLST, KATHY G. 555115555S01G01001001	02/28/2000	02/28/2000	0	02/28/2000	0
ISTHMUS, ISSACR I. 998865966S01G01001001	02/25/2000	02/25/2000	0	02/25/2000	0
JAMES, DUKE 555117777S01G01001001	02/28/2000	03/28/2000	29	08/28/2000	153
KERSHAW, PAUL 444117722S01G01001001	02/25/2000	02/25/2000	0	02/25/2000	0
KERSHAW, PAUL 444117722S01G01001001	02/25/2000	02/25/2000	0	02/25/2000	0

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Report Date: 04/12/2000   U.S. DEPARTMENT OF EDUCATION                   PAGE:  3
Report Time:   08:58:14 2000-2001 Federal Direct Loan Program
                       Loan Origination Measurement Report
                                 (ALL RECORDS)                  Sort: Last Name
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
****************************************************************************
Reported Period:  to
Borrower's Name:
Student's Name:                          Add        Orig        Days   Batched     Days
Loan ID (Subsidized)                     Date       Date       Elapsed Date       Elapsed
---------------------------------------- ---------- ---------- ------- ---------- -------
LANGDON, MIKE L.                         02/29/2000 02/29/2000    0    08/29/2000  182
987225899S01G01001001

LARSON, LAUREN E.                        04/04/2000 04/04/2000    0    04/04/2000    0
231001817S01G01001001

LEPELLIN, ZED P.                         09/02/2000 09/02/2000    0    09/02/2000    0
987219821S01G01001001

LING, ANDREA A.                          02/29/2000 02/29/2000    0    08/29/2000  182
987125835S01G01001001

LUBUK, ANTHONY A.                        09/02/2000 09/02/2000    0    09/02/2000    0
987228999S01G01001001

MUM, MAX I.                              04/04/2000 04/04/2000    0    04/04/2000    0
998455851S01G01001001

SCRIVNER, BARTLEBY A.                    02/25/2000 02/25/2000    0    02/25/2000    0
444115544S01G01001001

STOUT, SHARON S.                         04/04/2000 04/04/2000    0    04/04/2000    0
998272016S01G01001001

VANDRELL, SUSAN P.                       09/02/2000 09/02/2000    0    09/03/2000    1
987127845S01G01001001

Total Number of Subsidized Loan Records:                   25
Average Days Elapsed (Add to Originated):                1.16
Average Days Elapsed (Originated to Batched):           20.72
Recommended Tolerance (Add to Originated):                  1
Recommended Tolerance (Originated to Batched):              5

* - Current Date Used
```

```
Report Date: 04/12/2000  U.S. DEPARTMENT OF EDUCATION                 PAGE:  4
Report Time:   08:58:14 2000-2001 Federal Direct Loan Program
                      Loan Origination Measurement Report
                                 (ALL RECORDS)                 Sort: Last Name
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
********************************************************************************
Reported Period:  to
Borrower's Name:
Student's Name:                Add        Orig        Days    Batched      Days
Loan ID (PLUS)                 Date       Date       Elapsed  Date        Elapsed
------------------------------ ---------- ---------- ------- ---------- -------

ALBERTS, PRINCE                04/04/2000 04/04/2000    0     04/04/2000    0
ALBERTS, ALBERT
001488578P01G01001001

BANKS, HOYT                    04/04/2000 04/04/2000    0     04/04/2000    0
BANKS, LUCILLE
123444456P01G01001001

JAMES, HARRY S.                02/28/2000 02/28/2000    0     02/28/2000    0
JAMES, DUKE
555117777P01G01001001

JUNIPER, SALLY                 02/25/2000 02/25/2000    0     02/25/2000    0
JUNIPER, JERMAINE J.
998626852P01G01001001

LANGDON, MICHAEL R.            08/29/2000 08/29/2000    0     08/29/2000    0
LANGDON, MIKE L.
987225899P01G01001001

LING, LING L.                  08/29/2000 08/29/2000    0     08/29/2000    0
LING, ANDREA A.
987125835P01G01001001

LUBUK, JOHN T.                 09/02/2000 09/02/2000    0     09/02/2000    0
LUBUK, ANTHONY A.
987228999P01G01001001

SOPRANOE, CARMINE              04/04/2000 04/04/2000    0     04/04/2000    0
SOPRANOE, SOPHIE O.
999762634P01G01001001

TREK, STAR                     02/28/2000 02/28/2000    0     02/28/2000    0
TREK, DENNIS  S.
555112222P01G01001001

YANGTZE, RIVER                 02/25/2000 02/25/2000    0     02/25/2000    0
YANGTZE, YANCEY Y.
998488578P01G01001001

YOKUM, LOKUM                   02/25/2000 02/25/2000    0     02/25/2000    0
YOKUM, CHESTER
999819871P01G01001001

Total Number of PLUS Loan Records:                       11
Average Days Elapsed (Add to Originated):              0.00
Average Days Elapsed (Originated to Batched):          0.00
Recommended Tolerance (Add to Originated):                1
Recommended Tolerance (Originated to Batched):            5
```

```
Report Date: 04/12/2000   U.S. DEPARTMENT OF EDUCATION                PAGE:  5
Report Time:    08:58:14 2000-2001 Federal Direct Loan Program
                          Loan Origination Measurement Report
                                    (ALL RECORDS)                Sort: Last Name
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
********************************************************************************
Reported Period:  to
Borrower's Name:
Student's Name:                Add        Orig        Days    Batched     Days
Loan ID (PLUS)                 Date       Date      Elapsed  Date        Elapsed
------------------------------ ---------- ---------- ------- ---------- -------

* - Current Date Used
```

```
Report Date: 04/12/2000         U.S. DEPARTMENT OF EDUCATION                 PAGE:  1
Report Time:    08:58:59     2000-2001 Federal Direct Loan Program
                               Disbursement Measurement Report
                                        (ALL RECORDS)                  Sort: Last Name
      THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*******************************************************************************************
Reported Period:

                                                                 Disbursement  Days
Borrower's Name               Prom Note  Disb              Days    Batched       Elapsed
Loan ID-(Subsidized)          Acc Date   Date/#/Type       Elapsed Date
----------------------------  ---------- --------------  ------- ----------    -------
ABERCROMBIE, ALLEN A.         03/01/2000 09/01/2000 1 G   184#   09/01/2000        0
444112233S01G01001001

BARTON, ERRY O.               03/01/2000 09/01/2000 1 G   184#   09/01/2000        0
444116622S01G01001001

BROWN, DENITA G.                         08/28/2000 1 G  138*#   08/28/2000        0
555114444S01G01001001

CHISEL, BART                             08/28/2000 1 G  138*#   08/28/2000        0
555113333S01G01001001

COPLAND, MARIAN P.                       08/28/2000 1 G  138*#   08/28/2000        0
555116666S01G01001001

GREENWOOD, ELLE C.                       09/01/2000 1 G  142*#   03/23/2000      162
987429875S01G01001001

HOLST, KATHY G.                          08/28/2000 1 G  138*#   08/28/2000        0
555115555S01G01001001

KERSHAW, PAUL                 03/01/2000 09/01/2000 1 G   184#   09/01/2000        0
444117722S01G01001001

KERSHAW, PAUL                 03/01/2000 09/01/2000 1 A   184#                   142*
444117722S01G01001001

SCRIVNER, BARTLEBY A.         03/01/2000 09/01/2000 1 G   184#   09/01/2000        0
444115544S01G01001001

VANDRELL, SUSAN P.                       09/01/2000 1 G  142*#   03/23/2000      162
987127845S01G01001001

Total Number of Subsidized Disbursement Records: 11
Average Days Elapsed (Acceptance to Disbursed):  159.64
Averge Days Elapsed (Disbursed to Batched):      42.36
Recommended Tolerance (Acceptance to Disbursed): 10
Recommended Tolerance (Disbursed to Batched):     5

                                                                 Disbursement  Days
Borrower's Name               Prom Note  Disb              Days    Batched       Elapsed
Loan ID-(Unsubsidized)        Acc Date   Date/#/Type       Elapsed Date
----------------------------  ---------- --------------  ------- ----------    -------
CHISEL, BART                             08/28/2000 1 G  138*#   08/28/2000        0
555113333U01G01001001

NEWTON, WAYON                 03/01/2000 09/01/2000 1 G   184#   09/01/2000        0
444118822U01G01001001
```

```
Report Date: 04/12/2000        U.S. DEPARTMENT OF EDUCATION                    PAGE:  2
Report Time:   08:58:59     2000-2001 Federal Direct Loan Program
                              Disbursement Measurement Report
                                       (ALL RECORDS)                    Sort: Last Name
        THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*************************************************************************************
VANDRELL, SUSAN P.                         09/01/2000 1 G 142*#  03/23/2000     162
987127845U01G01001001

WARNER, SYLVESTER                          09/01/2000 1 G 142*#  09/01/2000       0
444119922U01G01001001

Total Number of Unsubsidized Disbursement Records:  4
Average Days Elapsed (Acceptance to Disbursed):     151.50
Averge Days Elapsed (Disbursed to Batched):         40.50
Recommended Tolerance (Acceptance to Disbursed):    10
Recommended Tolerance (Disbursed to Batched):       5

Borrower's Name                                                  Disbursement  Days
Student's Name                 Prom Note  Disb           Days    Batched       Elapsed
Loan ID-(PLUS)                 Acc Date   Date/#/Type    Elapsed Date
----------------------------   ---------- -------------- ------- ----------    -------
JAMES, HARRY S.                           09/01/2000 1 G 142*#   08/28/2000       4
JAMES, DUKE
555117777P01G01001001

TREK, STAR                                09/01/2000 1 G 142*#                  142*
TREK, DENNIS  S.
555112222P01G01001001

Total Number of PLUS Disbursement Records:       2
Average Days Elapsed (Acceptance to Disbursed):  142.00
Averge Days Elapsed (Disbursed to Batched):      73.00
Recommended Tolerance (Acceptance to Disbursed): 10
Recommended Tolerance (Disbursed to Batched):    5

* - Current Date Used
# = Disbursement Occurred Prior to Promissory Note Acceptance
```

```
Report Date: 04/12/2000   U.S. DEPARTMENT OF EDUCATION                 PAGE:  1
Report Time:    08:59:40 2000-2001 Federal Direct Loan Program
                    Origination Change Measurement Report
                                (ALL RECORDS)                     Sort: Last Name
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
********************************************************************************

Borrower's Name
Student's Name
Loan ID                      # of Times                                Field
College Grade Level          Record Chgd Field Name Changed            Transmit #
---------------------------- ----------- ---------------------------- ----------
ABERCROMBIE, ALLEN A.
444112233S01G01001001              1      Academic Year End Date            01
2                                         Academic Year Start Date          01
                                          Dependency Status                 01
                                          Disclosure Statement Print        01
                                          Loan Amount Approved              01
                                          Loan Inactive Flag                01
                                          Loan Period End Date              01
                                          Loan Period Start Date            01
                                          Origination Fee Percentage        01
                                          Parent/Borrower's Default o       01
                                          Promissory Note Print Indic       01
                                          Student's College Grade Lev       01

ALBERTS, PRINCE
001488578P01G01001001              1      Academic Year End Date            01
3                                         Academic Year Start Date          01
                                          Dependency Status                 01
                                          Loan Amount Approved              01
                                          Loan Inactive Flag                01
                                          Loan Period End Date              01
                                          Loan Period Start Date            01
                                          Origination Fee Percentage        01
                                          Parent/Borrower's Citizensh       01
                                          Parent/Borrower's Date of B       01
                                          Parent/Borrower's Default o       01
                                          Parent/Borrower's Driver Li       01
                                          Parent/Borrower's Driver Li       01
                                          Parent/Borrower's First Nam       01
                                          Parent/Borrower's Last Name       01
                                          Parent/Borrower's Permanent       01
                                          Parent/Borrower's Permanent       01
                                          Parent/Borrower's Permanent       01
                                          Parent/Borrower's Permanent       01
                                          Parent/Borrower's Permanent       01
                                          Parent/Borrower's Social Se       01
                                          Promissory Note Print Indic       01
                                          Student's College Grade Lev       01
                                          Student's Default on Educat       01

BANKS, LUCILLE
123444456S01G01001001              1      Academic Year End Date            01
3                                         Academic Year Start Date          01
                                          Dependency Status                 01
                                          Disclosure Statement Print        01
                                          Loan Amount Approved              01
                                          Loan Inactive Flag                01
                                          Loan Period End Date              01
                                          Loan Period Start Date            01
```

```
*******************************************************************************

Borrower's Name
Student's Name
Loan ID                       # of Times                                Field
College Grade Level           Record Chgd Field Name Changed            Transmit #
----------------------------- ----------- ------------------------- ----------
                                           Origination Fee Percentage   01
                                           Parent/Borrower's Default o  01
                                           Promissory Note Print Indic  01
                                           Student's College Grade Lev  01

BANKS, HOYT
123444456P01G01001001              1       Academic Year End Date       01
3                                          Academic Year Start Date     01
                                           Dependency Status            01
                                           Loan Amount Approved         01
                                           Loan Inactive Flag           01
                                           Loan Period End Date         01
                                           Loan Period Start Date       01
                                           Origination Fee Percentage   01
                                           Parent/Borrower's Citizensh  01
                                           Parent/Borrower's Date of B  01
                                           Parent/Borrower's Default o  01
                                           Parent/Borrower's Driver Li  01
                                           Parent/Borrower's Driver Li  01
                                           Parent/Borrower's First Nam  01
                                           Parent/Borrower's Last Name  01
                                           Parent/Borrower's Permanent  01
                                           Parent/Borrower's Permanent  01
                                           Parent/Borrower's Permanent  01
                                           Parent/Borrower's Permanent  01
                                           Parent/Borrower's Permanent  01
                                           Parent/Borrower's Social Se  01
                                           Promissory Note Print Indic  01
                                           Student's College Grade Lev  01
                                           Student's Default on Educat  01

BANTEY, BEVERLY O.
002201810U01G01001001              1       Academic Year End Date       01
1                                          Academic Year Start Date     01
                                           Dependency Status            01
                                           Disclosure Statement Print   01
                                           Former Heal Loan             01
                                           Loan Amount Approved         01
                                           Loan Inactive Flag           01
                                           Loan Period End Date         01
                                           Loan Period Start Date       01
                                           Origination Fee Percentage   01
                                           Parent/Borrower's Default o  01
                                           Promissory Note Print Indic  01
                                           Student's College Grade Lev  01

BARLEY, BRENDAN B.
998957795S01G01001001              1       Academic Year End Date       01
2                                          Academic Year Start Date     01
```

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Report Date: 04/12/2000   U.S. DEPARTMENT OF EDUCATION                PAGE:  1
Report Time:    09:00:58 2000-2001 Federal Direct Loan Program
                         Promissory Note Measurement Report
                                  (ALL RECORDS)                 Sort: Last Name
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*******************************************************************************
Reported Period:  to

Borrower's Name                                       Received   Manifest   Days
Student's Name                 Loan ID (Unsub)        Date       Date       Elapsed
------------------------------ --------------------- ---------- ---------- --------
NEWTON, WAYON                  444118822U01G01001001 04/05/2000 04/05/2000 0
WARNER, SYLVESTER              444119922U01G01001001 04/05/2000 04/05/2000 0

Total Number of Unsubsidized Loan Records:                    2
Average Days Elapsed:                                      0.00
Recommended Tolerance:                                        5


Borrower's Name                                       Received   Manifest   Days
Student's Name                 Loan ID (Subsidized)   Date       Date       Elapsed
------------------------------ --------------------- ---------- ---------- --------
ABERCROMBIE, ALLEN A.          444112233S01G01001001 04/05/2000 04/05/2000 0
BARTON, ERRY O.                444116622S01G01001001 04/05/2000 04/05/2000 0
KERSHAW, PAUL                  444117722S01G01001001 04/05/2000 04/05/2000 0
KERSHAW, PAUL                  444117722S01G01001001 04/05/2000 04/05/2000 0
LUBUK, ANTHONY A.              987228999S01G01001001 09/02/2000 09/02/2000 0
SCRIVNER, BARTLEBY A.          444115544S01G01001001 04/05/2000 04/05/2000 0

Total Number of Subsidized Loan Records:                      6
Average Days Elapsed:                                      0.00
Recommended Tolerance:                                        5


Borrower's Name                                       Received   Manifest   Days
Student's Name                 Loan ID (PLUS)         Date       Date       Elapsed
------------------------------ --------------------- ---------- ---------- --------
ALBERTS, PRINCE                001488578P01G01001001 04/05/2000 04/05/2000 0
BANKS, HOYT                    123444456P01G01001001 04/05/2000 04/05/2000 0
JAMES, HARRY S.                555117777P01G01001001 03/28/2000 03/28/2000 0
LUBUK, JOHN T.                 987228999P01G01001001 09/02/2000 09/02/2000 0
TREK, STAR                     555112222P01G01001001 03/28/2000 03/28/2000 0

Total Number of PLUS Loan Records:                            5
Average Days Elapsed:                                      0.00
Recommended Tolerance:                                        5

* - Current Date Used
```

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Report Date: 04/12/2000   U.S. DEPARTMENT OF EDUCATION                PAGE:  1
Report Time:   09:01:44 2000-2001 Federal Direct Loan Program
                     Direct Loan Volume Measurement Report
                                 (ALL RECORDS)                   Sort: Last Name
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
********************************************************************************
Reported Period:  to

Borrower's Name                                      Gross     Net     Dep
Student's Name                 Loan ID (Unsub)       Amount   Amount   Status
------------------------------ --------------------- -------- -------- ------
CHISEL, BART                   555113333U01G01001001 $  1,650 $  1,601   I

Borrower's Name                                      Gross     Net     Dep
Student's Name                 Loan ID (Subsidized)  Amount   Amount   Status
------------------------------ --------------------- -------- -------- ------
BROWN, DENITA G.               555114444S01G01001001 $  1,313 $  1,274   D
CHISEL, BART                   555113333S01G01001001 $  1,900 $  1,843   I
COPLAND, MARIAN P.             555116666S01G01001001 $  1,675 $  1,625   I
HOLST, KATHY G.                555115555S01G01001001 $  2,750 $  2,668   D

Borrower's Name                                      Gross     Net     Dep
Student's Name                 Loan ID (PLUS)        Amount   Amount   Status
------------------------------ --------------------- -------- -------- ------
JAMES, HARRY S.                555117777P01G01001001 $  2,000 $  1,920   D
JAMES, DUKE
TREK, STAR                     555112222P01G01001001 $  2,600 $  2,496   D
TREK, DENNIS  S.

Total Number of Unsubsidized Loan Records:                 1
Total Number of Subsidized Loan Records:                   4
Total Number of PLUS Loan Records:                         2
Total Number of Loan Records:                              7

Direct Unsubsidized Loan Volume:                    $  1,650 $  1,601
Direct Subsidized Loan Volume:                      $  7,638 $  7,410
Direct PLUS Loan Volume:                            $  4,600 $  4,416
Direct Loan Volume Grand Total:                     $ 13,888 $ 13,427

Direct Unsubsidized Loan Volume % of Grand Total:     11.92%
Direct Subsidized Loan Volume % of Grand Total:       55.19%
Direct PLUS Loan Volume % of Grand Total:             32.89%
```

```
Report Date: 04/12/2000   U.S. DEPARTMENT OF EDUCATION                    PAGE:  1
Report Time: 09:02:20 2000-2001 Federal Direct Loan Program
                         Batch Activity Measurement Report
                                  (ALL RECORDS)
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
******************************************************************************

Reported Period:  to
Institution Code: G01001
                                                Date         Import       Days
Batch ID                Batch Type              Batched      Date         Elapsed
----------------------- ------------------      ----------   ----------   -------

#D1G0100120000225002104 FULL ORIG STAFFORD   02/25/2000                  47 *
#D1G0100120000225193637 FULL ORIG STAFFORD   02/25/2000   02/29/2000      4
#D1G0100120000225215844 FULL ORIG STAFFORD   02/28/2000   02/28/2000      0
#D1G0100120000228160050 FULL ORIG STAFFORD   02/28/2000                  44 *
#D1G0100120000404123720 FULL ORIG STAFFORD   04/04/2000                   8 *
#D1G0100120000828162315 FULL ORIG STAFFORD   08/28/2000                -138 *
#D1G0100120000829155205 FULL ORIG STAFFORD   08/29/2000                -139 *
#D1G0100120000902105327 FULL ORIG STAFFORD   09/02/2000                -143 *
#D1G0100120000903090317 FULL ORIG STAFFORD   09/03/2000                -144 *

Full Orig Stafford
  Average Days Elapsed:        -51.22
  Recommended Tolerance:            3

#E1G0100120000404142650 ORIGINATION CHANGE   04/04/2000                   8 *

Origination Change
  Average Days Elapsed:          8.00
  Recommended Tolerance:            [illegible]

#H1G0100120000828162339 DISBURSEMENTS        08/28/2000   08/28/2000      0
#H1G0100120000901144634 DISBURSEMENTS        09/01/2000                -142 *
#H1G0100120000903092339 DISBURSEMENTS        03/23/2000                  20 *

Disbursement
  Average Days Elapsed:        -40.67
  Recommended Tolerance:            5

PF1G0100120000225204340 FULL ORIG PLUS       02/25/2000   02/29/2000      4
PF1G0100120000228160135 FULL ORIG PLUS       02/28/2000   03/31/2000     32
PF1G0100120000404123825 FULL ORIG PLUS       04/04/2000                   8 *
PF1G0100120000829155316 FULL ORIG PLUS       08/29/2000                -139 *
PF1G0100120000902105344 FULL ORIG PLUS       09/02/2000                -143 *

Full Orig PLUS
  Average Days Elapsed:        -47.60
  Recommended Tolerance:            [illegible]
```

```
Report Date: 04/12/2000   U.S. DEPARTMENT OF EDUCATION                PAGE:  1
Report Time:   09:02:41 2000-2001 Federal Direct Loan Program
                   Promissory Note Volume Measurement Report
                                 (ALL RECORDS)                  Sort: Last Name
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
********************************************************************************
Reported Period:  to

Borrower's Name
Student's Name                 Loan ID (Unsub)
------------------------------ ---------------------
NEWTON, WAYON                  444118822U01G01001001
WARNER, SYLVESTER              444119922U01G01001001

Borrower's Name
Student's Name                 Loan ID (Subsidized)
------------------------------ ---------------------
ABERCROMBIE, ALLEN A.          444112233S01G01001001
BARTON, ERRY O.                444116622S01G01001001
KERSHAW, PAUL                  444117722S01G01001001
LUBUK, ANTHONY A.              987228999S01G01001001
SCRIVNER, BARTLEBY A.          444115544S01G01001001

Borrower's Name
Student's Name                 Loan ID (PLUS)
------------------------------ ---------------------
ALBERTS, PRINCE                001488578P01G01001001
BANKS, HOYT                    123444456P01G01001001
JAMES, HARRY S.                555117777P01G01001001
LUBUK, JOHN T.                 987228999P01G01001001
TREK, STAR                     555112222P01G01001001

Total Number of Unsubsidized Promissory Notes:         2
Total Number of Subsidized Promissory Notes:           5
Total Number of PLUS Promissory Notes:                 5
Total Number of Promissory Notes:                     12

Direct Unsubsidized Prom Note Volume % of Grand Total:      16.67%
Direct Subsidized Prom Note Volume % of Grand Total:        41.67%
Direct PLUS Prom Note Volume % of Grand Total:              41.67%
```

Appendix E

Combination Systems Requirements

Combination Systems Requirements

Rounding Logic

In 2000-2001, you can have up to 20 anticipated and 20 actual disbursements.

The following fields need to be calculated when **STAFFORD disbursements** are entered or changed

Field Name	Description
Loan Amount Approved	From loan record
1st Gross Disbursement Amount	Per Gross Disbursement Calculations
1st Fee Amount	1st Gross Amount X Loan Fee Rate (3%)
1st Net Disbursement Amount	1st Gross Amount - 1st Fee Amount
2nd Gross Disbursement Amount	Per Gross Disbursement Calculations
2nd Fee Amount	2nd Gross Amount X Loan Fee Rate (3%)
2nd Net Disbursement Amount	2nd Gross Amount - 2nd Fee Amount
Optional:	
3rd through 20th Gross Disbursements	Per Gross Disbursement Calculations
3rd through 20th Fee Amount	3rd through 20th Gross Amount X Loan Fee Rate (3%)
3rd through 20th Net Disbursements	3rd through 20th Gross Amount - 3rd through 20th Fee Amount
Total Gross Disbursements	Sum of all gross disbursements
Total Fee Amount	Sum of all fee amounts
Total Net Disbursements	Sum of all net disbursements

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The following fields need to be calculated when **PLUS disbursements** are entered or changed:

Field Name	Description
Loan Amount Approved	From loan record
1st Gross Disbursement Amount	Per Gross Disbursement Calculations
1st Fee Amount	1st Gross Amount X Loan Fee Rate (4%)
1st Net Disbursement Amount	1st Gross Amount - 1st Fee Amount
2nd Gross Disbursement Amount	Per Gross Disbursement Calculations
2nd Fee Amount	2nd Gross Amount X Loan Fee Rate (4%)
2nd Net Disbursement Amount	2nd Gross Amount - 2nd Fee Amount
Optional:	
3rd /4th Gross Disbursements	Per Gross Disbursement Calculations
3rd /4th Fee Amount	3rd/4th Gross Amount X Loan Fee Rate (4%)
3rd /4th Net Disbursements	3rd /4th Gross Amount - 3rd /4th Fee Amount
Total Gross Disbursements	Sum of all gross disbursements
Total Fee Amount	Sum of all fee amounts
Total Net Disbursements	Sum of all net disbursements

Gross Disbursement Calculations

With the implementation of the option to disburse up to 20 disbursements, disbursement percentages are no longer required to be sent to the LOC on the Loan Origination Record

When determining disbursement amounts for a loan, dollar figures are rounded to the nearest dollar and all disbursements are equal except, for in some cases, the last disbursement

When computing gross disbursement amounts, use the following specification

Step 1: Divide the loan amount approved by the total number of disbursements to calculate an individual disbursement amount

- If necessary, first truncate any positions that exist past two decimal places

Step 2 Round the individual disbursement amount Rounding occurs at the first and second decimal places to the nearest dollar

- If the first and second decimal places are 50 or greater, increment the first digit to the left of the decimal sign by one
- If the first and second decimal places are less than 50, do not change the first digit to the left of the decimal sign

  Note: The individual disbursement amount equals the amount of all disbursements except for the amount of the last disbursement

Step 3: To determine the amount of the last disbursement, multiply the individual disbursement amount by the number of disbursements

- If the sum of the disbursements is greater than the loan amount approved, ~~there is a negative variance~~ ***subtract the difference from the last disbursement.***
- If the sum of the disbursements is less than the loan amount approved, ~~there is a positive variance~~ ***add the difference to the last disbursement.***

  The variance is applied to the **last** disbursement

- ~~If there is a positive variance, subtract the variance from the individual disbursement amount to derive the last disbursement amount~~
- ~~If there is a negative variance, add the variance to the individual disbursement amount to derive the last disbursement amount~~

Example 1: A calculation for two disbursements

Loan Amount Approved: $2625

Step 1: 2625 divided by 2 = 1312.5000

First truncate any positions that exist past two decimals as rounding occurs at the first and second decimal places.

Therefore 1312.5000 truncates to 1312.50

Step 2: Round at the first and second decimal places to determine the individual disbursement amount.

- If the first and second decimal places are .50 or greater, increment the first digit to the left of the decimal sign by one.
- If the first and second decimal places are less than .50 do not change the first digit to the left of the decimal sign.

1312.50 rounds to 1313. Therefore, all disbursement amounts are 1313 except the last disbursement.

Step 3: To determine the last disbursement amount, multiply the individual disbursement amount by the number of disbursements.

1313 multiplied by 2 = 2626

- ~~If the sum of the disbursements is greater than the loan amount approved, there is a negative variance. Add the variance to the individual disbursement amount to calculate the amount of the last disbursement.~~
- ~~If the sum of the disbursements is less than the loan amount approved, there is a positive variance. Subtract the variance from the individual disbursement amount to derive the amount of the last disbursement.~~

Since ~~Therefore, because~~ $2626 is more than $2625 ~~there is a positive variance of $1~~ ***you subtract the difference of $1.*** The last disbursement is equal to $1313 - $1 or $1312

Final Results: 1st Gross Disbursement Amount = 1313
2nd Gross Disbursement Amount = 1312

Example 2: A calculation for three disbursements

Loan Amount Approved: **$1000**

Step 1: 1000 divided by 3 = 333.3333

First truncate any positions that exist past two decimals as rounding occurs at the first and second decimal places.

Therefore 333.3333 truncates to 333.33

Step 2: Round at the first and second decimal places to determine the individual disbursement amount.

- If the first and second decimal places are .50 or greater, increment the first digit to the left of the decimal sign by one.
- If the first and second decimal places are less than .50 do not change the first digit to the left of the decimal sign.

333.33 rounds to 333. Therefore, all disbursement amounts are 333 except the last disbursement.

Step 3: To determine the last disbursement amount, multiply the individual disbursement amount by the number of disbursements.

333 multiplied by 3 = 999

- ~~If the sum of the disbursements is less than the loan amount approved, there is a negative variance. Add the variance to the individual disbursement amount to calculate the amount of the last disbursement.~~
- ~~If the sum of the disbursements is greater than the loan amount approved, there is a positive variance. Subtract the variance from the individual disbursement amount to derive the amount of the last disbursement.~~

Since ~~Therefore, because~~ $999 is less than $1000 ~~there is a negative variance of $1~~ ***you add the difference of $1.*** The last disbursement is equal to $333 + $1 or $334.

Final Results 1st Gross Disbursement Amount = $333

2nd Gross Disbursement Amount = $333

3rd Gross Disbursement Amount = $334

Total Loan Amount = $1000

Example 3: A calculation for six disbursements

Loan Amount Approved: $22,167

Step 1: 22167 divided by 6 = 3694.5000

First truncate any positions that exist past two decimals as rounding occurs at the first and second decimal places.

Therefore 3694.5000 truncates to 3694.50

Step 2: Round at the first and second decimal places to determine the individual disbursement amount.

- If the first and second decimal places are .50 or greater, increment the first digit to the left of the decimal sign by one.
- If the first and second decimal places are less than .50 do not change the first digit to the left of the decimal sign.

3694.50 rounds to 3695. Therefore, all disbursement amounts are 3695 except the last disbursement.

Step 3: To determine the last disbursement amount, multiply the individual disbursement amount by the number of disbursements.

3695 multiplied by 6 = 22170

- ~~If the sum of the disbursements is less than the loan amount approved, there is a negative variance. Add the variance to the individual disbursement amount to calculate the amount of the last disbursement.~~
- ~~If the sum of the disbursements is greater than the loan amount approved, there is a positive variance. Subtract the variance from the individual disbursement amount to derive the amount of the last disbursement.~~

Since ~~Therefore,~~ ~~because~~ $22170 is more than $22167 ~~there is a positive variance of $3~~ ***you subtract the difference of $3.*** The last disbursement is equal to $3695 - $3 or $3692.

Final Results: 1st Gross Disbursement Amount = $3695
2nd Gross Disbursement Amount = $3695
3rd Gross Disbursement Amount = $3695
4th Gross Disbursement Amount = $3695
5th Gross Disbursement Amount = $3695
6th Gross Disbursement Amount = $3692
Total Loan Amount = $22,167

Loan Fees and Net Disbursement Calculations

When calculating loan fee amounts and net disbursement amounts, use the following specifications for all numbers of disbursements:

- Loan Fees are truncated.
- Net disbursements are calculated by subtracting the loan fee from the gross disbursement.
- If the sum of the loan fee amounts is less than the calculated Total Loan Fee, do not adjust any loan fee amounts.
- If the sum of the net disbursement amounts is greater than the calculated Total Net Disbursement, do not adjust any net disbursement amounts.

Example : Loan Fee Calculation

Total Gross Disbursement Amount = $3500

Loan Fee Rate = 3%

Three Gross Disbursement Amounts = $1167, $1167 and $1166

Step 1: 1st Loan Fee Amount: 1167 X .03 = $35.01, truncate to $35

Step 2: 2nd Loan Fee Amount: 1167 X .03 = $35.01, truncate to $35

Step 3: 3rd Loan Fee Amount: 1166 X .03 = $34.98, truncate to $34

Step 4: Total Loan Fee Amount = 35 + 35 + 34 = 104

Step 5: 1st Net Disbursement Amount = 1167 – 35 = 1132

Step 6: 2nd Net Disbursement Amount = 1167 – 35 = 1132

Step 7: 3rd Net Disbursement Amount = 1166 –34 = 1132

Step 8: Total Net Disbursement Amount = 1132 + 1132 + 1132 = 3396

Final Results

	Disbursement #1	Disbursement #2	Disbursement #3	Totals
Gross Disbursements	1167	1167	1166	3500
Loan Fees	35	35	34	104
Net Disbursements	1132	1132	1132	3396

Leap Year Logic

EDExpress uses the following date format and leap year logic in the date fields on its databases:

- The date field format is **CCYYMMDD**.
- For (**CC**), the date field must contain only: 19 or 20
- For (**YY**), the date field must contain only: 00 - 99
- For month (**MM**), the date field must contain only: 01 - 12
- For day (**DD**), valid range depends upon month as follows:

Month	Valid Day Range
01	01 - 31
02	01 - 28 (unless year is divisible by 4 when 01 - 29 is valid)
03	01 - 31
04	01 - 30
05	01 - 31
06	01 - 30
07	01 - 31
08	01 - 31
09	01 - 30
10	01 - 31
11	01 - 30
12	01 - 31

Importing Data into the EDExpress Direct Loan Software

Interfacing your institution's system with EDExpress allows you to take advantage of the built-in edits and PC communication software. It reduces the data preparation effort by importing student data from your existing systems into EDExpress. After processing Direct Loan records with EDExpress, you can create a customized export file to share the data with your other institutional systems.

Certain borrower information is required before you can originate a loan. This information includes data about the borrower such as the name, address, date of birth, citizenship, and year in college. Also, it includes information specific to the loan such as the loan amount approved and loan period start and end dates. When creating the import file, please refer to the column marked 'required field' in the DIEA file.

As an EDExpress user, you have the following three options when entering data required to originate a Direct Loan:

1. Key enter data from the SAR and other hardcopy documents
2. Import data from EDExpress' ISIR and/or packaging system databases
3. Import data from an institutional system (External System)

The following specifications address the third option - importing data from an institutional system. For information regarding the first and second options, please refer to the online Help in the Direct Loan software.

Note: EDExpress automatically performs origination for all records containing all of the required origination fields. This step is performed during the import process for all records with a loan origination status of N.
Note: If your institution chooses to fill field #1 with a preassigned Loan ID, you may assign any loan sequence number (001-999).

If you have developed systems to capture information required to originate a loan, two general import capabilities are available.

Importing New Records

This import option allows you to add records to the EDExpress Direct Loan database. You must create a file of borrower records according to a standard file layout. See the Combination Layout Section for layout and file creation specifications. If the record passes reject editing and a Loan ID is not specified in the import file, the loan record is added to the EDExpress database and a 21-digit Loan ID is assigned. The Loan ID is important to systems interfacing with EDExpress because it is needed when making changes to existing records.

Importing New Records (Continued)

When a loan record is imported, EDExpress searches for records with an identical student's SSN, Loan Type, Loan Year, and Direct Loan School Code. If there is no match, EDExpress assigns 001 as the Loan Sequence Number.

If EDExpress discovers a match on a student's SSN, Loan Type, Loan Year, and Direct Loan School Code, it proceeds using your selected add options. You request to be prompted for duplicates by selecting "Y."

- You can request EDExpress to create a new loan record when a duplicate record is found by selecting "C" (***Create All***). When a duplicate is found, EDExpress assigns the next highest Loan Sequence Number.
- You can request EDExpress to skip the duplicate by selecting "N" ***(Skip Duplicate Record)***. The record is skipped and counted on the Import Add Report as a skipped record.

Imported records must adhere to the External Import Add Record layout. EDExpress prompts you for a filename. Once a filename is provided, EDExpress performs a series of edits and calculations on each record of the imported file.

An Add Edit Report is created for each file of imported records. This report identifies rejected records and provides statistics on the number of records added to the database. The format of the Loan Origination Add Edit Report is provided in the Appendix.

Note: EDExpress maintains separate records for each borrower loan type. For example, if a student borrower is approved for a subsidized loan, unsubsidized loan, and PLUS loan, three records are imported to EDExpress, one for each loan type. For each imported record, a record is established in the Loan Origination database.

For all loan types, the Loan Origination database maintains demographic information about the borrower. In addition, student demographic information is maintained for PLUS loans.

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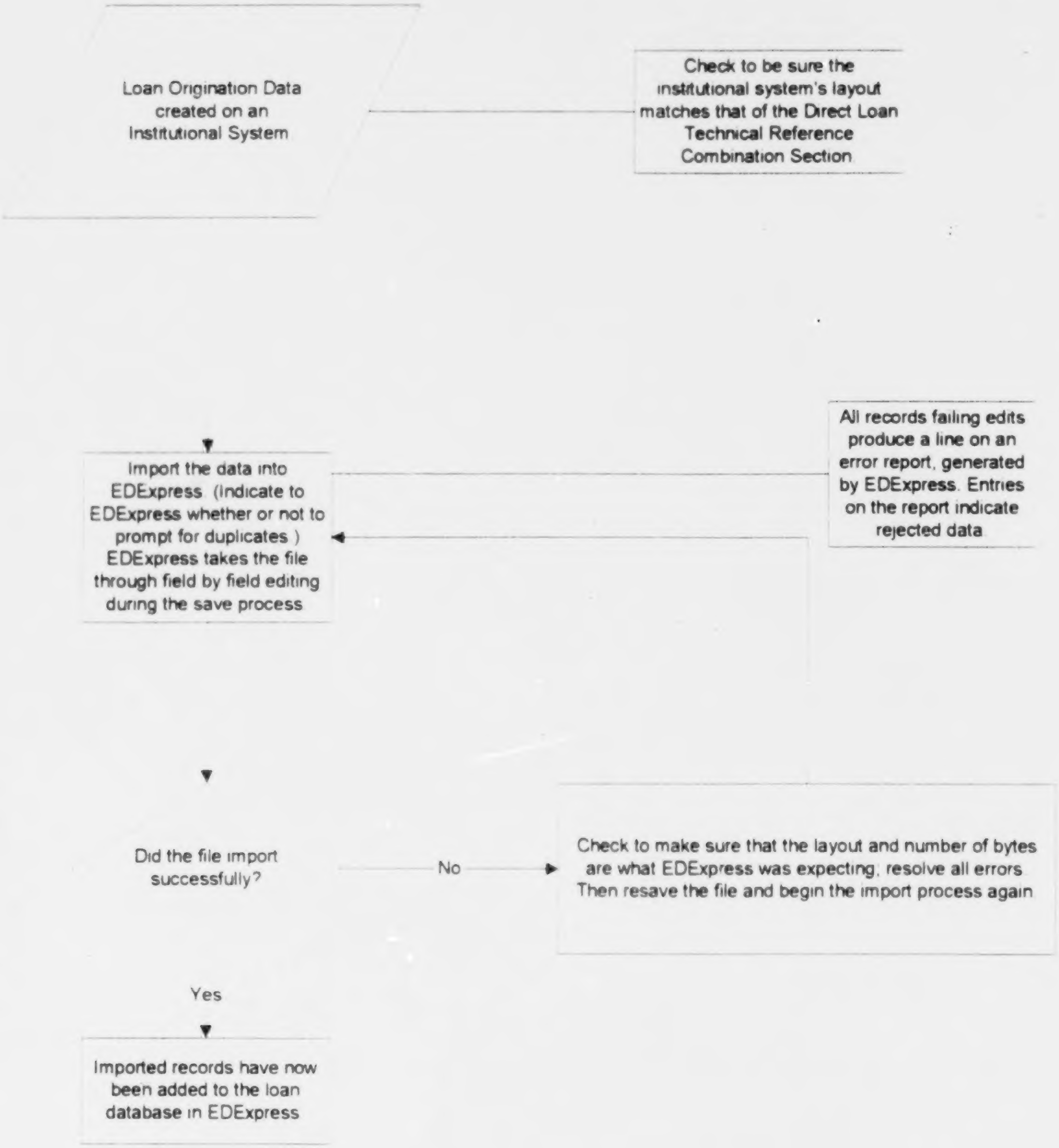
External Import Loan Origination Add



Loan Origination Data created on an Institutional System

Check to be sure the institutional system's layout matches that of the Direct Loan Technical Reference Combination Section

Import the data into EDExpress. (Indicate to EDExpress whether or not to prompt for duplicates.) EDExpress takes the file through field by field editing during the save process

All records failing edits produce a line on an error report, generated by EDExpress. Entries on the report indicate rejected data

Did the file import successfully?

Check to make sure that the layout and number of bytes are what EDExpress was expecting; resolve all errors. Then resave the file and begin the import process again

Imported records have now been added to the loan database in EDExpress

Exchanging Loan Origination Records with the LOC

You transmit a loan origination record to the LOC for each originated loan. If you request the LOC to print promissory notes, your request is part of the loan origination record. If you print your borrower's promissory notes, the loan origination record can be transmitted before or after the student signs the note. However, the LOC must receive the loan origination record before it can book the loan.

Two types of loan origination records can be exported to the LOC:

- Full Loan Origination Record
- Loan Origination Change Record

Full Loan Origination Record

For each new loan, subsidized, unsubsidized and PLUS, you must send a Full Loan Origination Record to the LOC. The Full record contains all of the demographic information about the borrower, as well as anticipated loan disbursement data, required to originate the loan. Data on each record must be edited to adhere to the field length, field type, and valid field content specifications. Full Loan Origination Records are transmitted in two types of files. All of the subsidized and unsubsidized records are transmitted in a file with a message class of DESF01IN. All PLUS records are transmitted in a file with a message class of DEPF01IN. There are two message classes because of the difference in turnaround time. Subsidized and unsubsidized loan origination acknowledgements are returned within three days of the LOC receiving the records. Because PLUS loans require a credit decision, PLUS acknowledgements are returned within five days of the LOC receiving the records.

Receiving Full Loan Origination Acknowledgements from the LOC

The LOC returns one acknowledgement record for each Full Loan Origination Record it receives. Batch integrity is maintained; the school receives acknowledgement records for all transmitted records in the batch.

These records are received in message class DISF01OP for subsidized and unsubsidized records and DIPF01OP for PLUS records. These records indicate whether the origination record is rejected or accepted. For PLUS records, the Full Loan Origination Acknowledgement also indicates whether the credit check is accepted, denied or pending. If a credit decision is overridden (modified) for a PLUS record, a separate PLUS Credit Decision Acknowledgement is received from the LOC (message class DIPC01OP). The PLUS Credit Decision Acknowledgement is transmitted to you at any time after the initial decision has been received on the Full Loan Origination Acknowledgement.

Once the Full Loan Origination record is accepted by the LOC, it should not be sent to the LOC again. If changes need to be sent to update information on the record, a change record described below must be sent to the LOC. When a Full Loan Origination record is rejected by the LOC, it is not kept on file in the LOC System. The record errors need to be corrected and the Full Loan Origination record transmitted to the LOC with the message class DESF01IN.

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PLUS Credit Decision Acknowledgement

For any previously accepted PLUS Full Origination records, the LOC may return a Credit Decision Acknowledgement with one of the following status: C = (Credit overridden, new credit information provided), D = (Credit denied, endorser not okay), N = (Credit denied; after pending), E = (Credit overridden, endorser OK). The Credit Decision indicates the results of PLUS Loan credit checks on the parent borrower or endorser. For approved applicants, you can proceed to the disbursement of funds. The LOC sends further information and instructions directly to those applicants not approved for a PLUS loan on the basis of credit checks. The LOC has the option to override the credit decision after an initial denial. The PLUS Credit Checks can be updated at any time on the basis of the borrower submitting supporting documentation to the LOC or credit reporting agency. If you process PLUS loans, you may receive updated credit decisions in this acknowledgement file with message class DIPC01OP at any time from the LOC.

Loan Origination Change Record

Once the Full Loan Origination Record is accepted by the LOC, changes to the borrower's demographic or loan information requires a change record be sent to the LOC. Loan Origination Change Records are transmitted in a separate message class DESC01IN.

Each change record contains the borrower's loan identification (necessary to identify the record on the LOC's databases), the number associated with the field being corrected, and the corrected value.

Importing Changes to Existing Records

This import option allows you to submit changes from your institutional systems to the EDExpress Direct Loan database. To perform this option, you must create a file of borrower records according to a standard file layout. Each record must contain the borrower's loan identification number, field number associated with the field to be updated, and the updated value.

Use the External Import Change record layout and the table of Loan Origination Import Change Field Numbers to create your change record. These can be found in the Combination Layouts section of this technical reference.

To import most efficiently, you should import the records in Social Security Number order, and the fields to be updated within each change record should appear in numerical order. For example, if you are changing fields S013 (Borrower's Telephone Number) and S101 (Borrower's Local Address City), field S013 should appear first in the change record followed by field S101.

The change field number consists of three positions for the field number and a prefix to indicate whether the field is on the Loan Origination Database (prefix is S), the PLUS Loan Database (prefix is P), or the Disbursement Database (prefix is D). For example, "P004" indicates a change to the student's last name on the PLUS Loan Database. "S007" indicates a change to the borrower's last name on the Loan Origination Database.

Each change record contains space for up to 10 data element changes. Multiple change records can be exported for a Loan ID if more than 10 changes are required.

Corrected values must be left justified within the 28-byte change value field. Numeric fields are left justified and blank filled up to the maximum number of positions for that

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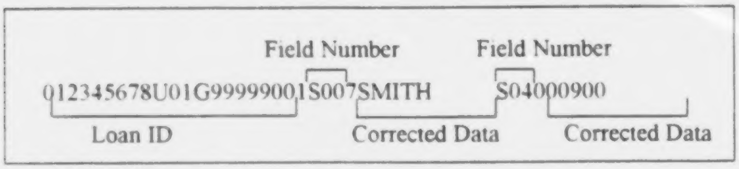
field. For example, when correcting a 4-byte numeric field to a value of '48,' the correction record would display 0048 with 24 blank spaces.

Example:

Two changes are submitted to a loan record whose ID is 012345678U01G99999001: a change in the borrower's last name to SMITH, and a change in the 1st disbursement anticipated gross amount to $900. The following would be the contents of the change record excluding the create time, batch number, and User ID fields at the end of the record:

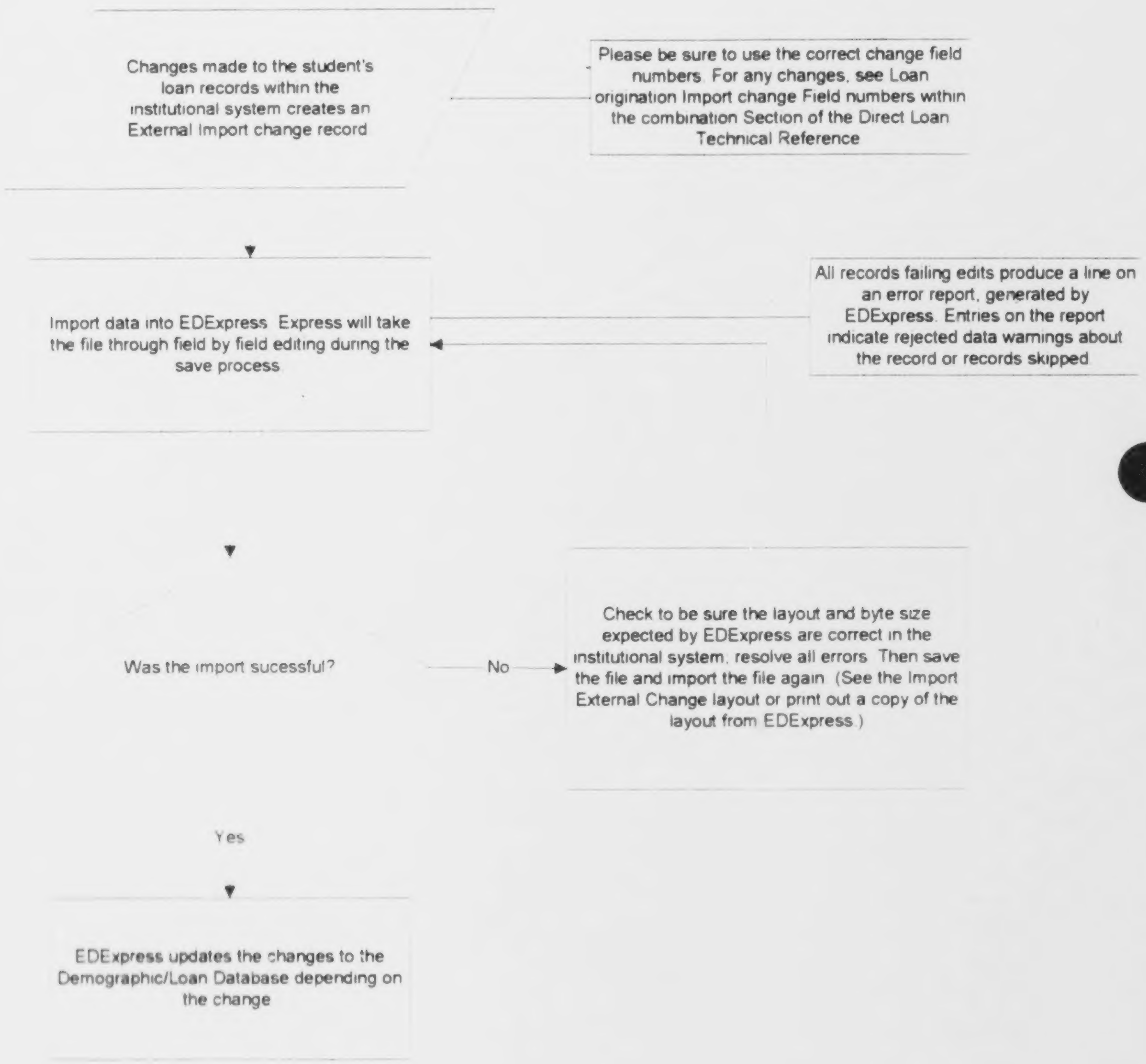


Receiving Loan Origination Change Acknowledgements from the LOC

The Loan Origination Acknowledgement has the same record layout as the record layout used to transmit the change record to the LOC. The acknowledgement record indicates whether the change is accepted or rejected. Rejection codes are associated with each rejected field.

If the change is accepted, then there are no reject codes associated with that field. If a change is rejected, then it must be corrected and only the fields that were in error need to be resent to the LOC as change records.

External Import Change Record



Changes made to the student's loan records within the institutional system creates an External Import change record

Please be sure to use the correct change field numbers. For any changes, see Loan origination Import change Field numbers within the combination Section of the Direct Loan Technical Reference

Import data into EDExpress. Express will take the file through field by field editing during the save process.

All records failing edits produce a line on an error report, generated by EDExpress. Entries on the report indicate rejected data warnings about the record or records skipped.

Was the import sucessful?

Check to be sure the layout and byte size expected by EDExpress are correct in the institutional system; resolve all errors. Then save the file and import the file again. (See the Import External Change layout or print out a copy of the layout from EDExpress.)

EDExpress updates the changes to the Demographic/Loan Database depending on the change

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Processing Promissory Notes

All promissory notes must be mailed to the LOC before the loan is "booked." The hardcopy promissory notes must be accompanied by a paper manifest that identifies the borrower's name and Loan ID for each promissory note in the shipment. Also, the paper manifest provides a certification to be signed by an official at the institution.

Master Promissory Notes for subsidized and unsubsidized loans and PLUS Promissory Notes must be batched separately and a separate manifest created for each. Each batch may contain up to 100 notes. Additionally, separate manifest batches must be created for each school code. The Promissory Note Manifest option is available through the EDExpress Print process. The format for the Master Promissory Note manifest and the PLUS manifest are provided in the Appendix.

Receiving Promissory Note Acknowledgements

The LOC returns an electronic file (DIPA01OP) containing the acknowledgement of any promissory notes processed by the LOC. This acknowledgement contains a batch ID generated by the LOC. Batch integrity does not exist between the paper Promissory Note Manifest and the Promissory Note Acknowledgement. If the LOC accepts a promissory note and an accepted loan origination record is not on file at the LOC, the promissory note is accepted, pending a loan origination record.

Promissory Note Reject

The DIPA01OP file contains a code in field #4 (Promissory Note Status) that returns one of three values: A (Accepted), R (Rejected), or X (Pending). If Field #4 contains "R," then Field #5 contains the reject reason code (see Custom Edit Section for Promissory Note Reject Reasons).

Master Promissory Note Multi-Year Functionality

The Master Promissory Note (MPN) is the only approved promissory note for Direct Subsidized and Unsubsidized Loans for all schools. No change is being made to the MPN data elements. At this time, the MPN concept will not be adopted for use in the PLUS program.

The MPN ID prints on the MPN. This identification number is used by the LOC to link loans to the MPN. For newly printed MPNs for 2000-2001, the format of the MPN ID has changed to use "M" as the MPN indicator instead of "S" or "U" in the loan type code field.

As in the past, the school prints the MPN based on the completed loan origination record. However, no dollar amount is printed on the MPN by the school or the LOC and only one note is used for both subsidized and unsubsidized loans.

The MPN must be printed by the school or the LOC and signed by the student borrower before disbursement of a Federal Direct Subsidized Loan or Federal Direct Unsubsidized Loan. The MPN is a legal document requiring the borrower to repay the funds borrowed under the Direct Loan Program.

For 2000-2001, Multi-Year Note (MYN) functionality will be implemented for the MPN for 4-year undergraduate schools and graduate schools per Direct Loan Regulations Any schools requesting an exception to this regulation may contact the Direct Loan Operations Staff

With this change, if a borrower is attending a school eligible for multi-year functionality, the borrower is required to have only one open MPN on file at the LOC for all subsidized and unsubsidized loans disbursed for academic year 2000-2001 and forward For example, the open MPN at the LOC can be an MPN processed for year 1999-2000 This open MPN can be linked to a 1999-2000 and forward Stafford Loan Because multiple loans are linked to an MPN, the promissory note print sequence number is no longer necessary

An open MPN on file at the LOC is assigned to the borrower and is not limited for use at a specific school Therefore, any MPN accepted by the LOC can be used by a school eligible for MYN functionality Thus, all loans for a student are linked to the same MPN across schools and academic years

If a school is NOT eligible for MYN functionality (single-year schools), a new MPN must be generated each academic year for each borrower A single-year school must use an MPN generated at or for that institution only A single-year school can link all subsidized and unsubsidized loans for the same academic year, for the same student to the same MPN

An open MPN is valid for up to 10 years from the date of the first anticipated disbursement if an actual disbursement has been made By calling an LOC Customer Service Representative, a student may close an MPN Once an MPN has been closed, no new loans can be disbursed without a new MPN being generated However, all disbursements and booking activity for the loans already attached to the closed MPN will be processed

Reporting Disbursements

Note The Actual Disbursement Record cannot be accepted by the LOC until they have accepted the Loan Origination Record

Before the LOC can "book" a loan, the LOC needs three essential components

1 An accepted Loan Origination Record

  a) Approved Credit Decision (PLUS ONLY)

2 An accepted Promissory Note

3 An accepted Actual Disbursement Record

Once the school has verified a completed and signed promissory note is on file as well as other eligibility verification required by regulations (e g , student enrolled at least half-time), it can make a loan disbursement to the student or parent (either by check or by crediting the student's account)

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Disbursement Record Types

There are six kinds of Disbursement Records

1. Actual Disbursement = record type D (Batch Type #H)
2. Adjusted Actual Disbursement = record type A (Batch Type #H)
3. Adjusted Disbursement Date = record type Q (Batch Type #H)
4. Booked Disbursement = record type L (Batch Type #B)
5. Booked Adjusted Disbursement = record type M (Batch Type #B)
6. Servicing Refund = record type P (Batch Type SP)

An Actual Disbursement Record contains data for the initial disbursement for a given disbursement number

An Adjusted Actual Disbursement Record is sent to the LOC when the amount of a disbursement needs to be increased or decreased For more information, see the *DL School Guide* and the appropriate DL Bulletins

An Adjusted Disbursement Date record is sent to the LOC when an actual disbursement date is posted incorrectly This record type is transmitted after an actual disbursement is sent to and accepted by the LOC

New for 2000-2001

A Booked Disbursement record (record type L) or Booked Adjusted Disbursement record (record type M) is sent from the LOC providing the booked date for an actual disbursement or an actual adjusted disbursement The record updates the EDExpress database with the disbursement or adjustment booked date

New for 2000-2001

A Servicing Refund record (record type P) is sent from the LOC when a borrower refunds monies on current loan to Servicing This transaction does not update the disbursement amounts recorded on the EDExpress database This record is to inform you that the student has additional loan eligibility for the current year EDExpress allows the Loan Amount Approved for this loan to include this additional refunded amount in the annual loan limit for this loan if the borrower decides to borrow the additional funds Note This transaction should not be returned to the LOC

Disbursement Record Type "Q"

Disbursement type "Q" (Adjusted Disbursement Date) has been added for making adjustments to the actual disbursement date In order to change the disbursement date, the school should use disbursement record type "Q" to show the correct actual disbursement date The "Q" transaction can only be used after the school has sent an actual disbursement and received the disbursement acknowledgement The following rules apply to transaction type "Q"

Disbursement type "Q" (Adjusted Disbursement Date) allows adjustments to the actual disbursement date In order to change the disbursement date, you should use disbursement record type "Q" to show the correct actual disbursement date The "Q" transaction can only be used after an actual disbursement is sent and you have received the disbursement acknowledgement The following rules apply to transaction type "Q"

1. An actual disbursement must exist (see example #1)

2. Disbursement type "Q" is only for date changes not changes to the actual disbursement amount. This is a separate disbursement transaction and must be transmitted to the LOC (see example #2).
3. Disbursement type "Q" adjusted disbursement date can be a date after a prior transaction date for that disbursement number (see example #3).
4. Disbursement type "Q" adjusted disbursement date cannot be a date later than subsequent disbursement numbers (see example #4).
5. Disbursement type "Q" can be entered with a date before any adjustments to that same disbursement (see example #5).
6. Multiple transactions may cause a delay in processing.
7. Disbursement type "Q" follows the same delete rules as any other disbursement transaction (cannot be deleted unless in a "R=Ready Status" or "E=Rejected Status").

The following are examples that apply to the rules outlined above.

Example #1

Disb #	Disb Type	Disb Seq #	Disb Date	Disb Amt	Disb Status	Allowed?	Comments
1	Q	01	05/01/2000	$1000	READY	NO	See rule #1

Example #2

Disb #	Disb Type	Disb Seq #	Disb Date	Disb Amt	Disb Status	Allowed?	Comments
1	G	01	05/01/2000	$1000	ACCEPTED	YES	Initial Disbursement Entered
1	Q	02	05/02/2000		ACCEPTED	YES	See Rule #2
2	G	01	06/01/2000	$1000	ACCEPTED	YES	Second Disbursement Entered

Example #3

Disb #	Disb Type	Disb Seq #	Disb Date	Disb Amt	Disb Status	Allowed?	Comments
1	G	01	05/01/2000	$1000	ACCEPTED	YES	Initial Disbursement Entered
1	Q	02	04/01/2000		READY	YES	See Rule #3
2	G	01	06/01/2000	$1000	ACCEPTED	YES	Second Disbursement Entered
2	Q	01	04/02/2000		READY	YES	See Rule #3

Example #4

Disb #	Disb Type	Disb Seq #	Disb Date	Disb Amt	Disb Status	Allowed?	Comments
1	G	01	05/01/2000	$1000	ACCEPTED	YES	Initial Disbursement Entered
2	G	01	06/01/2000	$1000	READY	YES	Second Disbursement Entered
1	Q	02	06/02/2000		READY	NO	See Rule #4

Example #5

Disb #	Disb Type	Disb Seq #	Disb Date	Disb Amt	Disb Status	Allowed?	Comments
1	G	01	05/01/2000	$1000	ACCEPTED	YES	Initial Disbursement Entered
1	A	02	05/15/2000	$500	READY	YES	Adjusted amount downward 15 days later
1	Q	03	05/15/2000		READY	YES	See Rule #5 This would change the date of the initial disbursement to 5/15 which is the same date as the adjustment and is allowed
2	G	01	06/01/2000	$1000	READY	YES	Second Disbursement Entered

Importing Disbursement Data into EDExpress

You can create a change record to import actual disbursement data from an external institutional system into EDExpress. To do this, use the External Change Record format (DIEC01OP) in the Combination Layouts section. The change record should include the following data elements

Field	Change Field Number
Loan ID	N/A
Sequence Number	N/A
Disbursement Number	D003
Transaction Date	D004
Action Type (Disbursement)	D006
Action Amount (Disbursement)	D007

Sequence of Disbursement Records

Disbursement records should occur in the file grouped by Loan ID. The records must be sorted within Loan ID by Disbursement Number and Sequence Number. For example, a loan has one actual disbursement and two adjustments. Record type D should precede record type A, and the two adjustments should be in ascending date order.

To make the import work most efficiently, you should create the file so that the records are imported in transaction date order. If you have more than one record for a single transaction date, they should be sorted in Social Security Number order.

Remember, disbursement activity must be submitted to the LOC **within 30 days** of the transaction date.

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Timing

For Option 1 and 2 schools, disbursement records are sent after you have received a signed valid promissory note from the borrower. For Standard schools, disbursement records are sent to the LOC after you have received an accepted Promissory Note Acknowledgement for the borrower. Take care to ensure that the disbursement record cycle is complete at a record level before transmitting change records for adjustments to $0.

Export Record of Disbursement Information

You use the Direct Loan software to create a record of disbursement information for transmission to the LOC. The LOC edits the information against the loan origination record data stored in its system. The LOC returns an acknowledgement to the school indicating whether or not each disbursement record has been accepted (DIOD01OP).

Submit Correction Disbursement

You may receive a record from the LOC indicating the disbursement information record is rejected. In this case, you need to determine why the record was rejected, then correct the record and retransmit it to the LOC.

Process Disbursement Adjustments

Adjustments occur when the amount on a disbursement is increased or decreased. This new adjusted disbursement amount needs to be sent to the LOC.

Inactive Loan Process (Adjustments to Zero)

A process of adjusting individual disbursements and/or Loan Amount Approved to zero replaced the cancellation process. Now you have more flexibility by simply recording and sending the LOC an upward adjustment if the loan or disbursement is to be reactivated after being adjusted to zero.

The following scenarios demonstrate this process.

Scenario A

School needs to cancel an entire loan and NO Actual Disbursements have been made.

1. Reduce the Loan Amount Approved to $0 and save the record.
2. Save process within EDExpress automatically reduces each Anticipated Disbursement to $0. You can mark the loan as Inactive if you want. This marker is used to filter out these records in reports.
3. Forward a Loan Origination Change Record to the LOC, which contains the change to the Loan Amount Approved and all Anticipated Disbursements.
4. Increase the Loan Amount Approved to the appropriate amount, which automatically resets the Inactive Flag, if you need to reactivate this loan.

   EDExpress automatically recalculates the Anticipated Disbursements.

5. Forward a Loan Origination Change Record to the LOC, which contains the change to the Loan Amount Approved and all Anticipated Disbursements

Scenario B

School wants to cancel an entire loan but Actual Disbursements have been made

1. Adjust all Actual Disbursements to $0 and send in a Disbursement Record to the LOC, which contains adjusted disbursement record
2. At the same time, reduce the Loan Amount Approved to $0 and save the record
3. The Save process in EDExpress automatically reduces each Anticipated Disbursement. You have the option to mark the Loan as Inactive. This marker is used to filter out these records in reports
4. Forward a Loan Origination Change Record to the LOC, which contains the change to the Loan Amount Approved and all Anticipated Disbursements

   Note: This change record (Step 4) can be forwarded to the LOC at the same time the Disbursement Record in Step 1 is forward to the LOC
5. (As in Step 4 for Scenario A above) Increase the Loan Amount Approved to the appropriate amount if you need to reactivate this loan

   EDExpress automatically recalculates the Anticipated Disbursements. A Loan Origination Change record is sent to the LOC to report the new amounts
6. Adjust the appropriate Disbursement number back up to the disbursement amount if an Actual Disbursement is to be recorded. A Disbursement Record is sent to the LOC to report the new Actual Disbursement amounts

Scenario C

School wants to only cancel individual Actual Disbursement(s)

1. Adjust the individual Actual Disbursement(s) to $0
2. Send a Disbursement Record to the LOC, which contains this adjusted disbursement
3. Reactivate this disbursement by entering an upward adjustment to that same disbursement, then send a Disbursement Record to the LOC with the new amount(s)

Note: If you only adjust the disbursement down to zero without adjusting the Loan Amount Approved appropriately, the student's loan data at NSLDS may not be reported correctly

Note: If the sum of Actual Disbursements is changed to $0, a message displays suggesting that you may also want to change the Loan Amount Approved to $0

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Disbursement Confirmation (For Schools in the Confirmation Pilot)

Schools participating in the Confirmation Pilot receive authorization from the borrower for the disbursement of funds under a Direct Subsidized Loan or a Direct Unsubsidized Loan. To accommodate this procedure, an Affirmation Flag indicates that the borrower at the school has been confirmed.

Receiving Disbursement Acknowledgement Records from the LOC

The LOC returns an acknowledgement record for each Disbursement Record you submit. In addition, some disbursement transactions are generated by the LOC and sent to you on the Disbursement Acknowledgement. The acknowledgement record is in the same format as the Disbursement Record. They are returned in a message class DIOD01OP.

When processing disbursements or adjusted disbursements, if the LOC calculates different amounts than reported by the school, these amounts are returned in the acknowledgement. If there is no change to the amounts, these fields are returned blank.

School Reconciliation

You must reconcile your school's Direct Loan records on file at the LOC with the school's internal Direct Loan records. This process is School Reconciliation and you should perform this process on a monthly basis.

School Account Statement

The LOC initiates the reconciliation process. You receive on a monthly basis a Direct Loan School Account Statement (DLSAS) from the LOC designated by school code. The DLSAS is imported and formatted to look similar to a monthly bank statement. This statement reports the cash records and the booked and unbooked disbursement transactions on file at the LOC. The DLSAS has three parts: Cash Summary, Cash Detail, and Loan Detail. You are responsible for reviewing and comparing the monthly statement to ensure the accuracy of the data on both your school's system and the LOC database. This data must also be reconciled to your school's internal student account records and bank records.

School Options

You may elect to receive only the Cash Summary and Cash Detail sections on the monthly School Account Statement - omitting the Loan Detail records. This may be a desirable option if you have a large volume of loan detail records. If you wish to omit the Loan Detail records from your DLSAS, contact the LOC.

Additionally, you may elect to send the LOC an electronic file, the Optional Loan Detail Exception File, with Year-to-Date (YTD) unbooked transactions or booked transactions for a particular month. The LOC compares your school's data sent in this file with that

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of the LOC. A preformatted exception report is returned if there are discrepancies or exceptions to be resolved. This process may assist you in resolving discrepancies found while reviewing the monthly DLSAS. You initiate this process by sending the Optional Loan Detail Export file to the LOC (DERC01IN).

Resolving Discrepancies

These two processes, the DLSAS and the Optional Loan Detail Exception Report, assist you in reconciling your school data with the data at the LOC. When discrepancies are found, you should go back and ensure that all origination, promissory note, and disbursement processing is completed. Remember:

- The LOC's cash balances only report on "Booked" data for the month reported in the DLSAS. Booked status on your school system can only be updated by the booked disbursement (L) or booked adjustment (M) transaction.
- Export all pending data batches for origination records, promissory notes, and disbursements.
- Import all pending acknowledgement batches to update the accepted status and booked status flags on your school's system.
- EDExpress and Combination schools find it helpful to use the Booked Status Measurement Report to resolve discrepancies on the DLSAS.

Technical Tips

On the following pages, some technical tips are provided in the sections listed below:

- Batch IDs
- Ad hoc reports

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Batch IDs

All Batch IDs through the Direct Loan System have the same format. Each batch ID is 23 characters long. The first two characters are the batch identifiers, which represent the type of batch. The next character represents the cycle year. The next six characters are the school code. The next eight characters are the date the batch was created. The next six characters are the time the batch was created. All of the batch identifiers are listed below.

Batch Identifier	Type of Batch
#F	Export Origination External
PF	Export Origination LOC Full PLUS
#A	Export Manifest Stafford/PLUS
#L	Export Optional Loan Detail Exception
#E	Export Origination LOC Change
#H	Export Origination LOC Disbursement
#D	Export Origination LOC Full Stafford
#R	Import Anticipated Listing
#Q	Import Actual Roster
#O	Import External Add
#P	Import External Change
#E	Import Acknowledgements – Change Origination
#H	Import Acknowledgements – Disbursement Origination
#B	Import Booking Notification
SP	Import Servicer Refund Amount
#A	Import Acknowledgements - Prom Note
#C	Import PLUS Credit Decision
PF	Import Full Summary PLUS Origination
#D	Import Acknowledgements - Full Summary Stafford
#W	Import 30-Day Warning Report
AS	Import Direct Loan School Account Statement
SV	Import Loan Servicer

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Ad Hoc Reports

Receiving the 30-Day Warning Report File

The 30-Day Warning Report is a preformatted print file reporting unbooked loans (DIWR01OP) for which the LOC has not received the three required components to book a loan within 30 days of the first activity. The report lists the Loan ID and the data that is required to book the loan. Loans where the Loan Amount Approved is adjusted to zero do not appear on the 30-Day Warning Report. This file is generated weekly by the LOC. At a minimum this report contains:

- Loan ID
- Borrower's Name
- Data Received by LOC
- Date Data Received by LOC
- Missing Data Needed to Book Loan: Prom Note, Loan Origination Record, or Actual Disbursement Information
- Total Number of Records on Report

Note: Loans that have been adjusted to $0 do not appear on the 30-day Warning Report. The LOC provides a separate report listing all loans that are adjusted to $0 and are Inactive. Once the loans become active again and are missing any of the items necessary to book, the loan again appears on the 30-Day Warning Report File.

Receiving the Duplicate Student Borrower Report

The Duplicate Student Borrower Report is a file reporting student borrowers at multiple schools with loans for the same or overlapping academic years.

Receiving the Inactive Loan Report

The Inactive Loan Report is a file reporting loans that are adjusted to zero.

Receiving the SSN, Name, and Birth Date Change Report

The SSN, Name, and Date of Birth Change Report is a file reporting SSN, name, and date of birth changes that the LOC is suggesting you review and possibly update EDExpress by creating a change record to be sent to the LOC.

Receiving the Pending SSN Change Report

The Pending SSN Change Report is a file reporting SSN changes that are pending for more than 45 days.

Disbursement Activity Not Yet Booked at Servicing

The Disbursement Activity Not Yet Booked at Servicing is an ASCII file that allows the school to print a report displaying disbursements that are booked by the LOC but not yet booked at Servicing. For this reason, a borrower has not yet received information from Servicing regarding the loan.

Note: This file does not update your EDExpress database.

Receiving the Anticipated Disbursement Listing

The Anticipated Disbursement List file (DIAA01OP) is transmitted to Option 1 or Standard Origination schools only. This file lists all pending anticipated disbursements scheduled 30 to 45 days in the future. The LOC generates this file based on accepted origination records and accepted promissory notes for your school. Schools should submit origination records, changes, and promissory notes to the LOC for anticipated disbursements that the school intends to make. The preformatted print file, received in message class DIAA01OP contains at a minimum the following data elements:

- Direct Loan School Code for Borrowers on Report
- Loan ID
- Borrower's Name
- Loan Type
- Disbursement Number (1 through 20)
- Anticipated Gross Disbursement Amount
- Anticipated Net Disbursement Amount
- Anticipated Loan Fee Amount
- Number of Borrowers on the Listing
- Total Net Disbursements
- Anticipated Disbursement Date

Receiving the Actual Disbursement Roster

Actual Disbursement Roster

The Actual Disbursement Roster file (DIAO01OP) is transmitted to Option 1 or Standard Origination schools only. The Actual Disbursement Roster is transmitted to schools five business days prior to the anticipated disbursement date. This file lists all the Loan IDs and anticipated disbursements on which the LOC requested funds. Funds transferred to the school from GAPS must be disbursed to the borrowers based on the Actual Disbursement Roster. The LOC includes borrowers on this report based on anticipated disbursements on accepted loan origination records submitted to the LOC at least 10 business days prior to the anticipated

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disbursement date. This report also lists disbursements on which the LOC was unable to drawdown funds from GAPS and provides a reason code. This preformatted print file, received in message class DIAO01OP, contains at a minimum the following data elements:

- Direct Loan School Code for Borrowers on Report
- Loan ID
- Borrower's Name
- Loan Type
- Disbursement Number (1 through 20)
- Anticipated Gross Disbursement Amount
- Anticipated Net Disbursement Amount
- Anticipated Loan Fee Amount
- Number of Borrowers on the Roster
- Total Net Disbursements on the Roster
- Anticipated Disbursement Date

Appendix F

MPN, Disclosure Statement and Plain Language Disclosure

Direct Loans
William D. Ford Federal Direct Loan Program

Master Promissory Note
William D. Ford Federal Direct Loan Program

WARNING: Any person who knowingly makes a false statement or misrepresentation on this form shall be subject to penalties which may include fines, imprisonment, or both, under the U.S. Criminal Code and 20 U.S.C. 1097.

OBM No. 1845-0007
Form Approved
Exp. Date 08/31/2002

Federal Direct Stafford/Ford Loan
Federal Direct Unsubsidized Stafford/Ford Loan

7. References: You must list two persons with different U.S. addresses who have known you for at least three years. The first reference should be a parent or legal guardian

Name	1. ______________	2. ______________
Permanent Address	______________	______________
City, State, Zip Code	______________	______________
Area Code/Telephone Number	( ) ______________	( ) ______________
Relationship to Borrower	______________	______________

8. Requested Loan Amount: I request a total amount of subsidized and unsubsidized loans under this Master Promissory Note not to exceed the allowable maximums under the Higher Education Act. My school will notify me of type(s) and amount(s) of loan(s) that I am eligible to receive. I may decline a loan or request a lower amount by contacting my school. Additional information about my right to cancel or reduce my loan is included in the Borrower's Rights and Responsibilities statement and Disclosure Statements that have been or will be provided to me.

Borrower Certifications and Authorizations

Read carefully before signing below.

12. I declare under penalty of perjury that the following is true and correct:

- I certify that the information I have provided on this Master Promissory Note and as updated by me from time to time is true, complete, and correct to the best of my knowledge and belief and is made in good faith.
- I certify that I will immediately repay any loan proceeds that cannot be attributed to educational expenses for attendance on at least a half-time basis at the school that certified my loan eligibility.
- I certify that I do not now owe a refund on a Federal Pell Grant, Supplemental Educational Opportunity Grant, or a State Student Incentive Grant and that I am not now in default on any loan received under the Federal Perkins Loan Program (including NDSL loans), the Federal Direct Loan Program (Direct Loans), or the Federal Family Education Loan Program (FFELP) or, I have made satisfactory repayment arrangements on the defaulted loan.

13. For all Direct Subsidized and Direct Unsubsidized Loans (as described in the additional Note provisions and the Borrower's Rights and Responsibilities statement) I receive under this Master Promissory Note, and for certain other loans as described below, I make the following authorizations:

- I authorize my school to certify my eligibility for loans under this Master Promissory Note.
- I authorize my school to credit my loan proceeds to my student account.
- I authorize my school to pay to the U.S. Department of Education (ED) any refund that may be due up to the full amount of the loans.
- I authorize ED to investigate my credit record and report information concerning my loan status to persons and organizations permitted by law to receive such information.
- Unless I notify ED differently, I request and authorize ED to: (i) during the in-school and grace periods of any loans made under this Note, defer and align the repayment of principal on all of my Direct Loans that are in repayment status; and (ii) add interest which I must pay that accrues on all my Direct Loans to the principal balance of such loans ("capitalization") including such loans made under this Note during periods of forbearance and, for unsubsidized loans, during in-school, grace, and deferment periods, as provided under the Act. "Capitalization" will increase the principal balance on my loans and the total amount of interest cost I incur.
- I authorize the release of information pertinent to my loans: (i) by the school and ED, to the references on the applicable loans and to members of my immediate family unless I submit written directions otherwise; and, (ii) by and among my schools, lenders, guarantors, the U.S. Department of Education, and their agents.

Promise to Pay

14. I promise to pay to the U.S. Department of Education all sums disbursed (hereafter "loan" or "loans") under the terms of this Master Promissory Note (hereafter "Note"), plus interest and other charges and fees that may become due as provided in this Note. **I understand that multiple loans may be made to me under this Note.** I understand that by accepting any disbursements issued at any time under this Note, I accept the obligation to repay the loans. I understand I may cancel or reduce the amount of any loan by refusing to accept or by returning all or a portion of any disbursement that is issued. I may pay interest that accrues on my Federal Direct Unsubsidized Stafford/Ford Loans during in-school, grace, and deferment periods, or may allow it to accumulate and be added to the principal balance of such loans. If I fail to make any payment on any loan made under this Note when due, I will also pay reasonable collection costs, including but not limited to attorney's fees, court costs, and other fees. I will not sign this Note before reading it, including the writing on the reverse side, even if otherwise advised. I am entitled to an exact copy of this Note and the Borrower's Rights and Responsibilities statement. My signature certifies I have read, understand, and agree to the terms and conditions of this Note, including the Borrower Certifications and Authorizations printed above, the Notice on the reverse side, and the accompanying Borrower's Rights and Responsibilities statement.

I UNDERSTAND THAT I MAY RECEIVE ONE OR MORE LOANS UNDER THIS MASTER PROMISSORY NOTE, AND THAT I MUST REPAY SUCH LOAN(S).

15. Borrower's Signature ______________________________ **16. Today's Date *(Month/Day/Year)*** ____________

Additional Note Provisions follow

BEST COPY AVAILABLE

Master Promissory Note (continued)

DISCLOSURE OF LOAN TERMS

This Note applies to both Federal Direct Stafford/Ford Loans (Direct Subsidized Loans) and Federal Direct Unsubsidized Stafford/Ford Loans (Direct Unsubsidized Loans) described in the Interest section below. I agree that each loan is separately enforceable based on a true and exact copy of this Note. Loans disbursed under this note are subject to the annual and aggregate loan limits specified in the Higher Education Act of 1965, as amended, 20 U.S.C. 1070, et seq., and applicable U.S. Department of Education (ED) regulations (collectively referred to as the "Act").

Under this Note, the principal amount that I owe, and am required to repay, will be the sum of all disbursements issued (unless I reduce or cancel any disbursements as provided below).

At or before the time of the first disbursement for each loan, a disclosure statement will be issued to me identifying the amount of the loan and additional terms of the loan. Important additional information is also disclosed in the Borrower's Rights and Responsibilities statement accompanying this Note. The Borrower's Rights and Responsibilities statement and any disclosure statement I receive in connection with any loan under this Note are hereby incorporated into this Note.

I may request additional loan funds for my educational costs (up to the annual and aggregate loan limits) from my school. If my school determines that I am eligible for any additional or adjusted loan amount my school may certify such amount.

My eligibility for Direct Subsidized Loans and Direct Unsubsidized Loans may change based on changes in my financial circumstances. My school will notify me of any changes in my eligibility. I will be notified of changes or additions to my Direct Subsidized Loans and Direct Unsubsidized Loans in a separate disclosure statement.

LOAN CANCELLATION

I may pay back all or a portion of a disbursement within time frames set by the Act and identified in the Borrower's Rights and Responsibilities statement or other disclosure statement I receive at or before disbursement. In such case, the loan fee will be reduced or eliminated in proportion to the amount of the disbursement returned. I will not incur interest charges if I return the full loan amount as provided in the Act.

INTEREST

Unless ED notifies me in writing of a lower rate(s), the rate(s) of interest for my loans are those specified in the Act. The rate is presented in the Borrower's Rights and Responsibilities statement accompanying this Note or in another disclosure that is issued to me.

Interest accrues on the unpaid principal balance of each loan from the date of disbursement until the loan is paid in full. I agree to pay all interest charges on my Direct Subsidized Loans. I agree to pay all interest charges on my Direct Unsubsidized Loans. If I fail to make required payments of interest before the beginning or resumption of principal repayment, or during a period of deferment or forbearance, I agree that ED may capitalize such interest, as provided under the Act. There is no federal interest subsidy on unsubsidized loans, so the total amount of interest I am required to repay on unsubsidized loans will be higher than on subsidized loans.

LOAN FEE

A loan fee is charged for each Direct Subsidized Loan and Direct Unsubsidized Loan equal to the amount required by the Act. I will pay such fee as identified in the disclosure statement, which will be deducted proportionately from each disbursement of my loans. I understand the loan fees may be refundable only to the extent permitted by the Act.

LATE CHARGES AND COLLECTION COSTS

ED may collect from me: (i) a late charge for each late installment payment if I fail to make any part of a required installment payment within 30 days after it becomes due, and (ii) any other charges and fees that are permitted by the Act for the collection of my loans. If I default on any loans, I shall pay reasonable collection fees and costs, plus court costs and attorney fees.

REPAYMENT

I am obligated to repay the full amount of the loans made under this Note and accrued interest. Direct Subsidized and Unsubsidized Loans have a repayment grace period of 6 months. I will repay the principal of my loans in periodic installments during repayment periods that begin on the day immediately following the end of the applicable grace period. Payments submitted by me or on my behalf (exclusive of refunds) will be applied first to charges and collection costs that are due, then to accrued interest that has not been capitalized, and finally to the principal amount. I understand that the School's certification of my loan eligibility determines whether my loans must be repaid as subsidized and/or unsubsidized Direct Loans.

The Direct Loan Servicing Center will provide me with a repayment schedule that identifies my payment amounts and due dates. **Direct Loan repayment information is covered in the Borrower's Rights and Responsibilities statement.**

If I am unable to make my scheduled loan payments, ED may allow me to reduce my payment amount, to extend the time for making payments, or to temporarily stop making payments as long as I intend to repay my loan. Allowing me to temporarily delay or reduce loan payments is called forbearance.

I agree that ED may align payment dates on my loans or may grant me forbearance to eliminate a delinquency that persists even though I am making scheduled installment payments.

I may prepay all or any part of the unpaid balance on my loans at any time without penalty. If I do not specify which loans I am prepaying, ED will determine how to apply the prepayment in accordance with the Act. Upon repayment in full of each loan under this Note, I agree to accept written notification of such loan payoff in place of receiving the original Note.

ACCELERATION AND DEFAULT

At the option of ED, the entire unpaid balance of the applicable loans shall become immediately due and payable upon the occurrence of any one of the following events: (i) I fail to enroll as at least a half-time student at the School that certified my loan eligibility, (ii) I fail to use the proceeds of the loans solely for educational expenses, (iii) I make a false representation(s) that results in my receiving any loans for which I am not eligible, or (iv) I default on the loans.

The following events shall constitute a default on my loans: (i) I fail to pay the entire unpaid balance of the applicable loans after ED has exercised its option under items (i), (ii), and (iii) in the preceding paragraph; (ii) I fail to make installment payments when due, provided my failure has persisted for at least 270 days; or (iii) I fail to comply with other terms of the loans, and ED reasonably concludes I no longer intend to honor my repayment obligation. If I default, ED may capitalize all the outstanding interest into a new principal balance, and collection fees will become immediately due and payable.

If I default, the default will be reported to all national credit bureau organizations and will significantly and adversely affect my credit history. I acknowledge that a default shall have additional adverse consequences to me as disclosed in the Borrower's Rights and Responsibilities statement. Following default, the loans may be subject to income-contingent repayment (including potential collection of amounts in excess of the principal and interest) in accordance with the Act.

GOVERNING LAW AND NOTICES

The terms of this Note will be interpreted in accordance with the Higher Education Act of 1965, as amended (20 U.S.C. 1070 et seq.), and other applicable federal statutes and regulations.

Any notice required to be given to me will be effective if mailed by first class mail to the latest address ED has for me. I will immediately notify ED of a change of address or status as specified in the Borrower's Rights and Responsibilities statement.

Failure by ED to enforce or insist on compliance with any term on this Note shall not be a waiver of any right of ED. No provision of this Note may be modified or waived except in writing. If any provision of this Note is determined to be unenforceable, the remaining provisions shall remain in force.

Notice: Applicable to Loans Received After the Initial Enrollment Period

This Master Promissory Note authorizes ED to disburse multiple loans during the multi-year term of this Note upon my request and upon the school's certification of my loan eligibility.

Subsequent loans may be made under this Note for subsequent periods of enrollment only at four-year or graduate schools, or other schools, as designated by the Secretary of the U.S. Department of Education. I agree that no subsequent loans will be made under this Note after the earliest of the following dates: (i) the date ED receives my written notice that no further loans may be disbursed under the Note; (ii) one year after the date of my first anticipated disbursement on this Note if no disbursement is made during such twelve month period; or (iii) ten years after the date of the first anticipated disbursement made under this Note.

Any amendment to the act governs the terms of any loans disbursed on or after the effective date of such amendment, and such amended terms are hereby incorporated into this Master Promissory Note.

Direct Loans

OBM No. 1845-0007
Form Approved
Exp. Date 08/31/2002

Master Promissory Note
William D. Ford Federal Direct Loan Program

WARNING: Any person who knowingly makes a false statement or misrepresentation on this form shall be subject to penalties which may include fines, imprisonment, or both, under the U.S. Criminal Code and 20 U.S.C. 1097.

Federal Direct Stafford/Ford Loan
Federal Direct Unsubsidized Stafford/Ford Loan

Section A: To Be Completed By The Borrower

1. Driver's License State and Number

2. Social Security No.

3. E-mail address

4. Name and Address (street, city, state, zip code)

← Last, First, M.I.

5. Date of Birth

6. Area Code/Telephone No.

7. References: You must list two persons with different U.S. addresses who have known you for at least three years. The first reference should be a parent or legal guardian.

	1.	2.
Name	____________	____________
Permanent Address	____________	____________
City, State, Zip Code	____________	____________
Area Code/Telephone Number	( ) ____________	( ) ____________
Relationship to Borrower	____________	____________

8. Requested Loan Amount: I request a total amount of subsidized and unsubsidized loans under this Master Promissory Note not to exceed the allowable maximums under the Higher Education Act. My school will notify me of type(s) and amount(s) of loan(s) that I am eligible to receive. I may decline a loan or request a lower amount by contacting my school. Additional information about my right to cancel or reduce my loan is included in the Borrower's Rights and Responsibilities statement and Disclosure Statements that have been or will be provided to me.

Section B: To Be Completed By The School

9. School Name and Address

10. School Code/Branch

11. Identification No.

Borrower Certifications and Authorizations

Read carefully before signing below.

12. I declare under penalty of perjury that the following is true and correct:

- I certify that the information I have provided on this Master Promissory Note and as updated by me from time to time is true, complete, and correct to the best of my knowledge and belief and is made in good faith.
- I certify that I will immediately repay any loan proceeds that cannot be attributed to educational expenses for attendance on at least a half-time basis at the school that certified my loan eligibility.
- I certify that I do not now owe a refund on a Federal Pell Grant, Supplemental Educational Opportunity Grant, or a State Student Incentive Grant and that I am not now in default on any loan received under the Federal Perkins Loan Program (including NDSL loans), the Federal Direct Loan Program (Direct Loans), or the Federal Family Education Loan Program (FFELP) or, I have made satisfactory repayment arrangements on the defaulted loan.

13. For all Direct Subsidized and Direct Unsubsidized Loans (as described in the additional Note provisions and the Borrower's Rights and Responsibilities statement) I receive under this Master Promissory Note, and for certain other loans as described below, I make the following authorizations:

- I authorize my school to certify my eligibility for loans under this Master Promissory Note.
- I authorize my school to credit my loan proceeds to my student account.
- I authorize my school to pay to the U.S. Department of Education (ED) any refund that may be due up to the full amount of the loans.
- I authorize ED to investigate my credit record and report information concerning my loan status to persons and organizations permitted by law to receive such information.
- Unless I notify ED differently, I request and authorize ED to: (i) during the in-school and grace periods of any loans made under this Note, defer and align the repayment of principal on all of my Direct Loans that are in repayment status; and (ii) add interest which I must pay that accrues on all my Direct Loans to the principal balance of such loans ("capitalization") including such loans made under this Note during periods of forbearance and, for unsubsidized loans, during in-school, grace, and deferment periods, as provided under the Act. "Capitalization" will increase the principal balance on my loans and the total amount of interest cost I incur.
- I authorize the release of information pertinent to my loans: (i) by the school and ED, to the references on the applicable loans and to members of my immediate family unless I submit written directions otherwise; and, (ii) by and among my schools, lenders, guarantors, the U.S. Department of Education, and their agents.

Promise to Pay

14. I promise to pay to the U.S. Department of Education all sums disbursed (hereafter "loan" or "loans") under the terms of this Master Promissory Note (hereafter "Note"), plus interest and other charges and fees that may become due as provided in this Note. **I understand that multiple loans may be made to me under this Note.** I understand that by accepting any disbursements issued at any time under this Note, I accept the obligation to repay the loans. I understand I may cancel or reduce the amount of any loan by refusing to accept or by returning all or a portion of any disbursement that is issued. I may pay interest that accrues on my Federal Direct Unsubsidized Stafford/Ford Loans during in-school, grace, and deferment periods, or may allow it to accumulate and be added to the principal balance of such loans. If I fail to make any payment on any loan made under this Note when due, I will also pay reasonable collection costs, including but not limited to attorney's fees, court costs, and other fees. I will not sign this Note before reading it, including the writing on the reverse side, even if otherwise advised. I am entitled to an exact copy of this Note and the Borrower's Rights and Responsibilities statement. My signature certifies I have read, understand, and agree to the terms and conditions of this Note, including the Borrower Certifications and Authorizations printed above, the Notice on the reverse side, and the accompanying Borrower's Rights and Responsibilities statement.

I UNDERSTAND THAT I MAY RECEIVE ONE OR MORE LOANS UNDER THIS MASTER PROMISSORY NOTE, AND THAT I MUST REPAY SUCH LOAN(S).

15. Borrower's Signature ______________________ **16. Today's Date *(Month/Day/Year)*** ____________

Additional Note Provisions follow

BEST COPY AVAILABLE

Master Promissory Note (continued)

DISCLOSURE OF LOAN TERMS

This Note applies to both Federal Direct Stafford/Ford Loans (Direct Subsidized Loans) and Federal Direct Unsubsidized Stafford/Ford Loans (Direct Unsubsidized Loans) described in the Interest section below. I agree that each loan is separately enforceable based on a true and exact copy of this Note. Loans disbursed under this note are subject to the annual and aggregate loan limits specified in the Higher Education Act of 1965, as amended, 20 U.S.C. 1070, et seq., and applicable U.S. Department of Education (ED) regulations (collectively referred to as the "Act").

Under this Note, the principal amount that I owe, and am required to repay, will be the sum of all disbursements issued (unless I reduce or cancel any disbursements as provided below).

At or before the time of the first disbursement for each loan, a disclosure statement will be issued to me identifying the amount of the loan and additional terms of the loan. Important additional information is also disclosed in the Borrower's Rights and Responsibilities statement accompanying this Note. The Borrower's Rights and Responsibilities statement and any disclosure statement I receive in connection with any loan under this Note are hereby incorporated into this Note.

I may request additional loan funds for my educational costs (up to the annual and aggregate loan limits) from my school. If my school determines that I am eligible for any additional or adjusted loan amount my school may certify such amount.

My eligibility for Direct Subsidized Loans and Direct Unsubsidized Loans may change based on changes in my financial circumstances. My school will notify me of any changes in my eligibility. I will be notified of changes or additions to my Direct Subsidized Loans and Direct Unsubsidized Loans in a separate disclosure statement.

LOAN CANCELLATION

I may pay back all or a portion of a disbursement within time frames set by the Act and identified in the Borrower's Rights and Responsibilities statement or other disclosure statement I receive at or before disbursement. In such case, the loan fee will be reduced or eliminated in proportion to the amount of the disbursement returned. I will not incur interest charges if I return the full loan amount as provided in the Act.

INTEREST

Unless ED notifies me in writing of a lower rate(s), the rate(s) of interest for my loans are those specified in the Act. The rate is presented in the Borrower's Rights and Responsibilities statement accompanying this Note or in another disclosure that is issued to me.

Interest accrues on the unpaid principal balance of each loan from the date of disbursement until the loan is paid in full. I agree to pay all interest charges on my Direct Subsidized Loans. I agree to pay all interest charges on my Direct Unsubsidized Loans. If I fail to make required payments of interest before the beginning or resumption of principal repayment, or during a period of deferment or forbearance, I agree that ED may capitalize such interest, as provided under the Act. There is no federal interest subsidy on unsubsidized loans, so the total amount of interest I am required to repay on unsubsidized loans will be higher than on subsidized loans.

LOAN FEE

A loan fee is charged for each Direct Subsidized Loan and Direct Unsubsidized Loan equal to the amount required by the Act. I will pay such fee as identified in the disclosure statement, which will be deducted proportionately from each disbursement of my loans. I understand the loan fees may be refundable only to the extent permitted by the Act.

LATE CHARGES AND COLLECTION COSTS

ED may collect from me: (i) a late charge for each late installment payment if I fail to make any part of a required installment payment within 30 days after it becomes due, and (ii) any other charges and fees that are permitted by the Act for the collection of my loans. If I default on any loans, I shall pay reasonable collection fees and costs, plus court costs and attorney fees.

REPAYMENT

I am obligated to repay the full amount of the loans made under this Note and accrued interest. Direct Subsidized and Unsubsidized Loans have a repayment grace period of 6 months. I will repay the principal of my loans in periodic installments during repayment periods that begin on the day immediately following the end of the applicable grace period. Payments submitted by me or on my behalf (exclusive of refunds) will be applied first to charges and collection costs that are due, then to accrued interest that has not been capitalized, and finally to the principal amount. I understand that the School's certification of my loan eligibility determines whether my loans must be repaid as subsidized and/or unsubsidized Direct Loans.

The Direct Loan Servicing Center will provide me with a repayment schedule that identifies my payment amounts and due dates. **Direct Loan repayment information is covered in the Borrower's Rights and Responsibilities statement.**

If I am unable to make my scheduled loan payments, ED may allow me to reduce my payment amount, to extend the time for making payments, or to temporarily stop making payments as long as I intend to repay my loan. Allowing me to temporarily delay or reduce loan payments is called forbearance.

I agree that ED may align payment dates on my loans or may grant me forbearance to eliminate a delinquency that persists even though I am making scheduled installment payments.

I may prepay all or any part of the unpaid balance on my loans at any time without penalty. If I do not specify which loans I am prepaying, ED will determine how to apply the prepayment in accordance with the Act. Upon repayment in full of each loan under this Note, I agree to accept written notification of such loan payoff in place of receiving the original Note.

ACCELERATION AND DEFAULT

At the option of ED, the entire unpaid balance of the applicable loans shall become immediately due and payable upon the occurrence of any one of the following events: (i) I fail to enroll as at least a half-time student at the School that certified my loan eligibility, (ii) I fail to use the proceeds of the loans solely for educational expenses, (iii) I make a false representation(s) that results in my receiving any loans for which I am not eligible, or (iv) I default on the loans.

The following events shall constitute a default on my loans: (i) I fail to pay the entire unpaid balance of the applicable loans after ED has exercised its option under items (i), (ii), and (iii) in the preceding paragraph; (ii) I fail to make installment payments when due, provided my failure has persisted for at least 270 days; or (iii) I fail to comply with other terms of the loans, and ED reasonably concludes I no longer intend to honor my repayment obligation. If I default, ED may capitalize all the outstanding interest into a new principal balance, and collection fees will become immediately due and payable.

If I default, the default will be reported to all national credit bureau organizations and will significantly and adversely affect my credit history. I acknowledge that a default shall have additional adverse consequences to me as disclosed in the Borrower's Rights and Responsibilities statement. Following default, the loans may be subject to income-contingent repayment (including potential collection of amounts in excess of the principal and interest) in accordance with the Act.

GOVERNING LAW AND NOTICES

The terms of this Note will be interpreted in accordance with the Higher Education Act of 1965, as amended (20 U.S.C. 1070 et seq.), and other applicable federal statutes and regulations.

Any notice required to be given to me will be effective if mailed by first class mail to the latest address ED has for me. I will immediately notify ED of a change of address or status as specified in the Borrower's Rights and Responsibilities statement.

Failure by ED to enforce or insist on compliance with any term on this Note shall not be a waiver of any right of ED. No provision of this Note may be modified or waived except in writing. If any provision of this Note is determined to be unenforceable, the remaining provisions shall remain in force.

Notice: Applicable to Loans Received After the Initial Enrollment Period

This Master Promissory Note authorizes ED to disburse multiple loans during the multi-year term of this Note upon my request and upon the school's certification of my loan eligibility.

Subsequent loans may be made under this Note for subsequent periods of enrollment only at four-year or graduate schools, or other schools, as designated by the Secretary of the U.S. Department of Education. I agree that no subsequent loans will be made under this Note after the earliest of the following dates: (i) the date ED receives my written notice that no further loans may be disbursed under the Note; (ii) one year after the date of my first anticipated disbursement on this Note if no disbursement is made during such twelve month period, or (iii) ten years after the date of the first anticipated disbursement made under this Note.

Any amendment to the act governs the terms of any loans disbursed on or after the effective date of such amendment, and such amended terms are hereby incorporated into this Master Promissory Note.

Direct Loans
William D. Ford Federal Direct Loan Program

Disclosure Statement
William D. Ford Federal Direct Loan Program

WARNING: Any person who knowingly makes a false statement or misrepresentation on this form shall be subject to penalties which may include fines, imprisonment, or both, under the U.S. Criminal Code and 20 U.S.C. 1097

Federal Direct Stafford/Ford Loan
Federal Direct Unsubsidized Stafford/Ford Loan

IMPORTANT ADDITIONAL LOAN INFORMATION IS PROVIDED ON THE REVERSE SIDE. ANTICIPATED DISBURSEMENT AMOUNTS AND DATES MAY BE CONTINUED ON THE REVERSE SIDE OF THIS STATEMENT.

Disclosure Statement (continued)

THIS DISCLOSURE STATEMENT REPLACES ANY PREVIOUS DISCLOSURES YOU RECEIVED FOR YOUR LOAN(S). IF YOU HAVE ANY QUESTIONS ABOUT THIS STATEMENT OR YOUR PROMISSORY NOTE, CONTACT YOUR SCHOOL.

The total of the **Loan Amount** for both Direct Subsidized Loans and Direct Unsubsidized Loans is the total principal amount certified by your school on the loan(s) as of the date of this Disclosure Statement. The **Net Disbursement Amount** reflects the amount you will actually receive after loan fees are deducted.

For terms applicable to the loan(s), please refer to the Master Promissory Note and the Borrower's Rights and Responsibilities Statement. YOU WILL BE NOTIFIED BY YOUR SCHOOL AND BY THE DIRECT LOAN SERVICING CENTER WHEN DISBURSEMENTS ARE MADE. **BEFORE DISBURSEMENTS ARE MADE YOU MUST HAVE SIGNED A PROMISSORY NOTE.**

IF YOU DO NOT WANT ALL OR A PORTION OF ANY DISBURSEMENTS REFLECTED ON THIS DISCLOSURE, YOU MAY DECLINE THE LOAN(S) OR REDUCE THE AMOUNT OF THE LOAN(S) BY NOTIFYING YOUR SCHOOL IN WRITING OR BY RETURNING THE FUNDS WITHIN THE FOLLOWING TIMEFRAMES:

> IF YOUR SCHOOL CREDITS YOUR LOAN(S) TO YOUR STUDENT ACCOUNT, YOU MAY CANCEL ALL OR A PORTION OF THE LOAN(S) BY INFORMING YOUR SCHOOL WITHIN 14 DAYS AFTER THE DATE YOUR SCHOOL SENDS YOU A DISBURSEMENT NOTICE, OR BY THE FIRST DAY OF THE PAYMENT PERIOD, WHICHEVER IS LATER. (YOUR SCHOOL CAN TELL YOU THE FIRST DAY OF YOUR PAYMENT PERIOD.)
>
> YOU MUST RETURN ANY FUNDS RECEIVED WITHIN 120 DAYS OF DISBURSEMENT TO AVOID INCURRING INTEREST CHARGES AND LOANS FEES. (THE LOAN FEE WILL BE REDUCED OR ELIMINATED IN PROPORTION TO THE AMOUNT OF THE DISBURSEMENT RETURNED.)

NOTE: THE INTEREST RATE ON YOUR DIRECT SUBSIDIZED AND DIRECT UNSUBSIDIZED LOANS IS VARIABLE.

KEEP THIS DOCUMENT FOR YOUR RECORDS.

☆U.S. GPO:1998-458-972

Direct Loans
William D. Ford Federal Direct Loan Program

Disclosure Statement
William D. Ford Federal Direct Loan Program

WARNING: Any person who knowingly makes a false statement or misrepresentation on this form shall be subject to penalties which may include fines, imprisonment, or both, under the U.S. Criminal Code and 20 U.S.C. 1097

Federal Direct Stafford/Ford Loan
Federal Direct Unsubsidized Stafford/Ford Loan

BORROWER INFORMATION

1. Name (last, first, middle initial) and Address (street, city, state, zip code)

EDWARDS, EDWARD
3505 1/2 FLORIDA AVE
MEDIUMTOWN, AZ 99309

2. Identification Number(s)
003789961S01G01001001

3. Area Code/Telephone Number
(555)756-6637

SCHOOL INFORMATION

4. School Name and Address (street, city, state, zip code)
TRI-CITY COLLEGE OF ASTROPHOTOGRAPH
123 MAIN STREET ARLINGTON, VA 22222

5. School Code/Branch
G01001

LOAN INFORMATION

6. Loan Period From: MM/DD/YYYY To: MM/DD/YYYY
09/05/2000 05/11/2001

7. Date of This Disclosure Statement (MM/DD/YYYY)
08/31/2000

8. The chart below shows anticipated disbursement amounts and dates. Actual amounts and dates may vary.

NOTE: THE INTEREST RATE ON YOUR DIRECT SUBSIDIZED AND DIRECT UNSUBSIDIZED LOANS IS VARIABLE.

Anticipated Disbursement	Dates (Month/Day/Year)	Loan Amount	Loan Fee Percentage	Loan Fee Amount	Net Disbursement
Direct Subsidized Loan	09/01/2000	$1,313.00	3.00	$39.00	$1,274.00
	01/04/2001	$1,312.00	3.00	$39.00	$1,273.00
	Total:	$2,625.00			

IMPORTANT ADDITIONAL LOAN INFORMATION IS PROVIDED ON THE REVERSE SIDE. ANTICIPATED DISBURSEMENT AMOUNTS AND DATES MAY BE CONTINUED ON THE REVERSE SIDE OF THIS STATEMENT.

Disclosure Statement (continued)

THIS DISCLOSURE STATEMENT REPLACES ANY PREVIOUS DISCLOSURES YOU RECEIVED FOR YOUR LOAN(S). IF YOU HAVE ANY QUESTIONS ABOUT THIS STATEMENT OR YOUR PROMISSORY NOTE, CONTACT YOUR SCHOOL.

The total of the **Loan Amount** for both Direct Subsidized Loans and Direct Unsubsidized Loans is the total principal amount certified by your school on the loan(s) as of the date of this Disclosure Statement. The **Net Disbursement Amount** reflects the amount you will actually receive after loan fees are deducted.

For terms applicable to the loan(s), please refer to the Master Promissory Note and the Borrower's Rights and Responsibilities Statement. YOU WILL BE NOTIFIED BY YOUR SCHOOL AND BY THE DIRECT LOAN SERVICING CENTER WHEN DISBURSEMENTS ARE MADE. **BEFORE DISBURSEMENTS ARE MADE YOU MUST HAVE SIGNED A PROMISSORY NOTE.**

IF YOU DO NOT WANT ALL OR A PORTION OF ANY DISBURSEMENTS REFLECTED ON THIS DISCLOSURE, YOU MAY DECLINE THE LOAN(S) OR REDUCE THE AMOUNT OF THE LOAN(S) BY NOTIFYING YOUR SCHOOL IN WRITING OR BY RETURNING THE FUNDS WITHIN THE FOLLOWING TIMEFRAMES:

> IF YOUR SCHOOL CREDITS YOUR LOAN(S) TO YOUR STUDENT ACCOUNT, YOU MAY CANCEL ALL OR A PORTION OF THE LOAN(S) BY INFORMING YOUR SCHOOL WITHIN 14 DAYS AFTER THE DATE YOUR SCHOOL SENDS YOU A DISBURSEMENT NOTICE, OR BY THE FIRST DAY OF THE PAYMENT PERIOD, WHICHEVER IS LATER. (YOUR SCHOOL CAN TELL YOU THE FIRST DAY OF YOUR PAYMENT PERIOD.)
>
> YOU MUST RETURN ANY FUNDS RECEIVED WITHIN 120 DAYS OF DISBURSEMENT TO AVOID INCURRING INTEREST CHARGES AND LOANS FEES. (THE LOAN FEE WILL BE REDUCED OR ELIMINATED IN PROPORTION TO THE AMOUNT OF THE DISBURSEMENT RETURNED.)

NOTE: THE INTEREST RATE ON YOUR DIRECT SUBSIDIZED AND DIRECT UNSUBSIDIZED LOANS IS VARIABLE.

KEEP THIS DOCUMENT FOR YOUR RECORDS.

☆U.S. GPO:1999-458-972

Direct Loans
William D. Ford Federal Direct Loan Program

William D. Ford Federal Direct Loan Program
U.S. Department of Education

WARNING: Any person who knowingly makes a false statement or misrepresentation on this form shall be subject to penalties which may include fines, imprisonment, or both, under the U.S. Criminal Code and 20 U.S.C. 1097.

OMB No. 1840-[illegible]
Form Approved
Exp. Date 12/31/2001

Federal Direct PLUS Loan Application and Promissory Note

19. Are you currently in default on a federal education loan, or do you owe a refund on a federal student grant? (Check one.) ☐ YES ☐ NO
If you answered "Yes" to this question, have you made satisfactory repayment arrangements? (Check one.) ☐ YES ☐ NO (If "Yes," please read instructions and attach documentation.)

I will notify the school or the Servicer in the event of the borrower's permanent and total disability or death. My signature certifies that I have read and agreed to the conditions outlined in the "Student Certification" printed on the reverse of this Loan Application and Promissory Note.

20. Signature of Student ____________________ 21. Date MM/DD/YYYY

Section D: To Be Completed By Borrower

22. **References: You must list two persons with different U.S. addresses who have known you for at least three years.**

	1.	2.
Name		
Permanent Address		
City, State, Zip Code		
Area Code/Telephone No.	( )	( )

23. Are you currently in default on a federal education loan, or do you owe a refund on a federal student grant? (Check one.) ☐ YES ☐ NO
If you answered "Yes" to this question, have you made satisfactory repayment arrangements? (Check one.) ☐ YES ☐ NO (If "Yes," please read instructions and attach documentation.)

24. Employer's Name
25. How many years with this employer?
26. Employer's Address
27. Employer's Area Code/Telephone Number
28. If it is determined that I have an adverse credit history, I would try to obtain an endorser ☐ YES ☐ NO

I promise to pay the U.S. Department of Education all sums (hereafter "loan" or "loans") disbursed under this Promissory Note plus interest and other fees which may become due, as provided in this Promissory Note. If I fail to make payments on this Promissory Note when due, I will also pay collection costs including attorney's fees and court costs. I understand that I may cancel or reduce the size of my loan by refusing any disbursement that is issued to me.

I understand that this is a Promissory Note. I will not sign this Promissory Note before reading it, even if I am advised not to read this Promissory Note. I am entitled to an exact copy of this Promissory Note and a statement of the Borrower's Rights and Responsibilities. My signature certifies that I have read, understand, and agree to the terms and conditions of this Application and Promissory Note and the statement of Borrower's Rights and Responsibilities. My signature on this Promissory Note will serve as my authorization for my loan proceeds to be credited to the student account of the student identified in Section C by the school identified in Section B.

Under penalty of perjury, I certify that the information contained in the Borrower Section (Section A) of this Promissory Note is true and accurate. The proceeds of this loan will be used for authorized educational expenses of the student named above at the certifying school for the specified loan period. I authorize the Secretary of the U.S. Department of Education to investigate my credit record and report information concerning my credit to the proper persons and organizations.

I UNDERSTAND THAT THIS IS A FEDERAL LOAN THAT I MUST REPAY.

29. Signature of Borrower ____________________ Today's Date MM/DD/YYYY

Retain a copy of this signed Promissory Note for your records.

BEST COPY AVAILABLE

Disclosure of Terms

This promissory note applies to Federal Direct PLUS Loans (Direct PLUS Loans). In this note, the Higher Education Act of 1965, as amended, 20 U.S.C. 1070, et seq., and applicable U.S. Department of Education (ED) regulations are referred to as "the Act." The terms of this note will be interpreted in accordance with the Act and other applicable federal statutes. Any changes to the Act that are inconsistent with the terms of this note supersede the specific terms of this note in accordance with their effective dates.

I agree to pay interest on the principal amount of the loan from the date of disbursement, until the loan is paid in full. If I fail to make the required interest payment when due, I agree that ED may add the accrued interest to the unpaid balance of the loan, as provided under the Act. This is called capitalization.

Interest Rate. For Direct PLUS Loans first disbursed on or after July 1, 1998, the applicable rate of interest for any 12-month period beginning on July 1 and ending on June 30, will be determined on the preceding June 1 and will be equal to the bond equivalent rate of 91-day Treasury bills auctioned at the final auction held prior to such June 1; plus 3.1 percentage points, but shall not exceed 9 percent.

I will receive a statement of the actual interest rate after the first disbursement of the loan. If, after reviewing the actual interest rate, I decide to decline this loan, I am entitled to a refund of all loan origination costs if I pay back the principal on this note in full to ED within 120 days of disbursement.

Repayment. I am obligated to repay the full amount of the loan and accrued interest. Unless I have received a deferment or forbearance, the repayment period for a Direct PLUS Loan will begin on the date that the loan is fully disbursed. The first payment is due within sixty days of that date.

There are three repayment options: (1) a standard repayment plan, with a fixed annual repayment amount paid over a fixed period of time; (2) an extended repayment plan, with a fixed annual repayment amount paid over an extended period of time, except that I shall annually repay a minimum amount that will be determined by ED, and (3) a graduated repayment plan, with annual repayment amounts established at two or more graduated levels and paid over a fixed or extended period of time, except that my scheduled payments must cover interest charges and shall not be less than 50 percent, nor more than 150 percent, of what the amortized payment on the amount owed would be if the loan were repaid under the standard repayment plan. ED will provide me with an opportunity to select a repayment plan. If I do not select a plan, ED will provide me with a standard repayment plan.

ED will issue a repayment schedule that provides a schedule of payment amounts and due dates. My repayment schedule will include all of my Direct PLUS Loans. (ED may grant me forbearance to eliminate a delinquency that persists, even though I am making scheduled payments.)

I may prepay all or any part of the unpaid balance on the loans at anytime without a penalty. All payments are applied in the following order: charges and collection costs first, outstanding interest second, and outstanding principal last.

Late Charges and Collection Costs. If I fail to make an installment payment when it becomes due, ED may collect a late charge. If I default on a loan, I will pay reasonable costs plus court costs, collection fees, and attorney's fees.

Acceleration and Default. At the option of ED, the entire unpaid balance will become immediately due and payable upon the occurrence of any one of the following events: (a) the student who is the subject of this Direct PLUS Loan fails to enroll as at least a half-time student at the school that certified the loan application; (b) the proceeds of the loan are used for expenses that are unrelated to education; (c) I, the borrower, make a false representation that results in my receiving a loan for which I am ineligible; or (d) I default on the loan.

I will default on this loan if I fail to make an installment payment when it is due, or to meet the other terms of this promissory note. The following events will constitute a default on the loan: (a) I fail to pay the entire unpaid balance after ED has exercised its option under the preceding paragraph; (b) I fail to make installment payments when due or to comply with the other terms of this note, and ED reasonably concludes that I no longer intend to honor the repayment obligation, provided the failure has persisted for at least 270 days. If I default, ED will capitalize all outstanding interest into a new principal balance.

If I default on this loan, the default will be reported to national credit bureaus. I understand that the resulting credit report will have a negative effect on my credit rating. If I default on this loan, my federal income tax refund may be withheld to pay the debt, my wages may be garnished or offset, and legal action may be brought against me to enforce the terms of this note. I will be ineligible for additional federal student financial aid and for assistance under most federal benefit programs.

Any notice that is required to be given to me will be effective when mailed by first class mail to the latest address that ED has for me. I will immediately notify ED of any change of my address or status as specified in the statement of Borrower's Rights and Responsibilities. Failure to enforce, or insisting on compliance with, any term of this note shall not be a waiver of any right of ED. The provisions of this note can only be waived or modified, in writing, by ED. If any provision of this note is deemed to be unenforceable, the invalidity of that provision will not invalidate this promissory note.

Important Notices

Privacy Act Disclosure Notice. The Privacy Act of 1974 (5 U.S.C.552a) requires that we disclose to you the following information:

The authority for collecting this information is §451 et seq. of the Higher Education Act of 1965, as amended (the HEA) (20 U.S.C. 1087a et seq.). The principal purposes for collecting this information are to process your Federal Direct PLUS Loan Application and Promissory Note that is made under the William D. Ford Federal Direct Loan (Direct Loan) Program, to document your agreement to repay this loan, and to identify and locate you if it is necessary to enforce this loan.

We ask that you provide the information requested on this Federal Direct PLUS Loan Application and Promissory Note (promissory note) on a voluntary basis. However, you must provide all of the requested information that is available to you so the Department may determine your Direct Loan Program eligibility and process your promissory note.

The information in your file may be disclosed to third parties as authorized under routine uses in the Privacy Act notices called "Title IV Program Files" (originally published on April 12, 1994, Federal Register, Vol. 59, p. 17351) and "National Student Loan Data System" (originally published on December 20, 1994, Federal Register, Vol. 59, p. 65532). Thus, this information may be disclosed to parties that we authorize to assist us in administering the Federal student aid programs, including contractors that are required to maintain safeguards under the Privacy Act. Disclosures may also be made for verification of information, determination of eligibility, enforcement of conditions of the loan or grant, debt collection, and the prevention of fraud, waste, and abuse and these disclosures may be made through computer matching programs with other Federal agencies. Disclosures may be made to determine the feasibility of entering into computer matching agreements. We may send information to members of Congress if you ask them in writing to help you with Federal student aid questions. If we are involved in litigation, we may send information to the Department of Justice (DOJ), a court, adjudicative body, counsel, or witness if the disclosure is related to financial aid and certain other conditions are met. If this information either alone or with other information, indicates a potential violation of law, we may send it to the appropriate authority for consideration of action and we may disclose to DOJ to get its advice related to the Title IV, HEA programs or questions under the Freedom of Information Act. Disclosures may be made to qualified researchers under Privacy Act safeguards. In some circumstances involving employment decisions, grievances or complaints, or involving decisions regarding the letting of a contract or making of a grant, license, or other benefit, we may send information to an appropriate authority. In limited circumstances, we may disclose to a Federal labor organization recognized under 5 U.S.C. Chapter 71.

Because we request your social security number (SSN), we must inform you that we collect your SSN on a voluntary basis, but section 484(a)(4) of the HEA (20 U.S.C. 1091(a)(4)) provides that, in order to receive any grant, loan or work assistance under Title IV of the HEA, a student must provide his or her SSN. Your SSN is used to verify your identity, and as an account number (identifier) throughout the life of your loan(s) so that the data may be recorded accurately.

Financial Privacy Act Notice. Under the Right to Financial Privacy Act of 1978 (12 U.S.C. 3401-3421), ED will have access to financial records in your student loan file maintained in compliance with the administration of the Direct Loan Program.

Student Certification

I declare under penalty of perjury that the following is true and correct: (1) I certify that the information contained in the Student Section (Section C) of this document is true, complete, and correct to the best of my knowledge and belief and is made in good faith. (2) I certify that the borrower named in the Borrower Section (Section A) of this document is my natural or adoptive parent or my stepparent. (3) I authorize the release of information pertinent to this loan (i) by the school, ED, or their agents, to members of my immediate family unless I submit written direction otherwise, and (ii) by and amongst my school(s), ED, and their agents. (4) I certify that I do not now owe a refund on a Federal Pell Grant, Basic Educational Opportunity Grant, Supplemental Educational Opportunity Grant, or a State Student Incentive Grant, and that I am not now in default on any loan received under the Federal Perkins Loan Program (including NDSL loans) or the Federal Family Education Loan (FFEL) Program, or the Direct Loan Program, or, if I am in default, I have made payment arrangements that are satisfactory to the holder of my loans. (5) So that the loan(s) requested can be approved, I authorize ED to send any information about me that is under its control, including information from the Free Application for Federal Student Aid (FAFSA), to state agencies and nonprofit organizations that administer financial aid programs under the FFEL Program or the Direct Loan Program. (6) I authorize my schools and ED to verify my social security number with the Social Security Administration (SSA) and, if the number is incorrect, then I authorize SSA to disclose my correct social security number to these parties.

★ U.S. GPO: 1999—459-422

Direct Loans
William D Ford Federal Direct Loan Program

William D. Ford Federal Direct Loan Program
Direct Subsidized Loans and Direct Unsubsidized Loans
Plain Language Disclosure

1. General Information – You are receiving a student loan to help you cover the costs of your education. This Plain Language Disclosure (Disclosure) summarizes information concerning your loan. Please read this Disclosure carefully. Throughout this Disclosure, the words "we," "us," and "our" refer to the U.S. Department of Education. If you have questions about your loan, contact our Direct Loan Servicing Center. The Direct Loan Servicing Center's telephone number and address are shown on all of the correspondence you will receive related to your loan.

You must repay this loan, even if you are unhappy with your education, do not complete it, or cannot find work in your area of study. Borrow only the amount you need.

2. Master Promissory Note (MPN) – You are receiving a loan under an MPN that you signed previously. You may receive additional loans under that MPN for up to 10 years if you continue to attend school and if your school is authorized and chooses to make multiple loans under the same MPN. If your school is not authorized or chooses not to make multiple loans under the same MPN, or if you do not want to receive more than one loan under the same MPN, you must sign a new MPN for each loan. If you do not want to receive more than one loan under the same MPN, you must notify your school or the Direct Loan Servicing Center in writing.

3. Loan Terms and Conditions – This Disclosure summarizes information concerning your loan. Please refer to your MPN and the Borrower's Rights and Responsibilities statement that you received previously for the complete terms and conditions of your loan. If you need another copy of the Borrower's Rights and Responsibilities statement, contact the Direct Loan Servicing Center. Unless we tell you otherwise in this Disclosure, your MPN and the Borrower's Rights and Responsibilities statement control the terms and conditions of your loan.

4. Maximum Loan Amounts – There are annual and total (aggregate) limits on the amount you may borrow, as explained in the Borrower's Rights and Responsibilities statement that you received previously. The amount you borrow each year and in total cannot be more than these limits.

5. Use of Loan Money – You may use your loan money only to pay for educational expenses (for example, tuition, room, board, books) at the school that determined you were eligible to receive the loan.

6. Disbursement of Loan Money – Generally, your school will disburse (pay out) your loan money in more than one installment, usually at the beginning of each academic term (for example, at the beginning of each semester or quarter). If your school does not use academic terms, it will generally disburse your loan in at least two installments, one at the beginning of the period of study for which you are receiving the loan and one at the midpoint of that period of study. Your school may disburse your loan money by crediting it to your school account, or may give it to you directly by check or other means. The Direct Loan Servicing Center will notify you each time your school disburses a portion of your loan money.

7. Change of Status or Address – You must notify both your school and the Direct Loan Servicing Center if you:

- stop attending school,
- drop below half-time enrollment,
- change your address, or
- change your name (for example, maiden name to married name).

In addition, you must notify the Direct Loan Servicing Center if you:

- transfer from one school to another school,
- change employers or if your employer's address or phone number changes,
- change your telephone number, or
- have any change in status that affects your loan (for example, if you obtain a job and as a result are no longer eligible for an unemployment deferment).

8. Canceling Your Loan – Before your loan money is disbursed, you may cancel all or part of your loan at any time by notifying your school. After your loan money is disbursed, there are two ways to cancel all or part of your loan.

- You may notify your school that you want to cancel all or part of your loan within 14 days after the date your school notifies you that it has credited the loan to your account or by the first day of your school's payment period, whichever is later. (Your school can tell you the first day of the payment period.)
- You can return all or part of your loan to us at any time within 120 days of the date your loan money is disbursed. Contact the Direct Loan Servicing Center for guidance on how and where to return your loan money.

9. Loan Fee – We charge a loan fee on your loan of up to 4 percent. The loan fee will be subtracted from your loan amount. If you cancel or return all or part of your loan within 120 days of the date your loan money is disbursed, no loan fee will be charged on the amount that you cancel or return.

10. Interest – The interest rate on your loan is a variable rate which can change each year on July 1. As a result, your interest rate may change annually, but it will never be more than 8.25%. We will notify you of the interest rate formula and the actual interest rate for each loan that you receive.

We do not charge interest on Direct Subsidized Loans while you are attending school, during your grace period, and during deferment periods. We charge interest on Direct Subsidized Loans during all other periods (starting on the day after your grace period ends), including forbearance periods.

We charge interest on Direct Unsubsidized Loans during all periods. This includes periods while you are attending school, during your grace period, and during deferment and forbearance periods. Therefore, you will pay more interest on Direct Unsubsidized Loans than on Direct Subsidized Loans.

You are responsible for paying the interest on the unpaid amount of your loan, as explained above. If you do not pay the interest, we will add it to the unpaid amount of your loan. This process is called capitalization. Capitalization increases the unpaid amount of your loan, and we will then charge interest on the increased amount.

11. Grace Period – You will receive a 6-month grace period that starts the day after you stop attending school or drop below half-time enrollment. You do not have to begin making payments on your loan until after your grace period ends.

CONTINUED ON REVERSE

12. Repayment – You must repay each loan that you receive according to the repayment schedule provided by the Direct Loan Servicing Center. You must begin repaying your loan after your grace period ends. The amount of time you have to repay your loan (the repayment period) will vary from 10 to 30 years, depending on the repayment plan that you choose and the total amount you have borrowed. You may choose one of the following repayment plans:

- Standard Repayment Plan
- Extended Repayment Plan
- Graduated Repayment Plan
- Income Contingent Repayment Plan

These plans are designed to give you flexibility in meeting your obligation to repay your loan. The Borrower's Rights and Responsibilities statement that you received previously explains the terms and conditions of each repayment plan. You may change repayment plans at any time after you have begun repaying your loan. You may make loan payments before they are due, or pay more than the amount due each month, without penalty. When you have fully repaid a loan you agree that the Direct Loan Servicing Center does not have to send you the original MPN but may instead send you a letter telling you that you have paid off your loan. You should keep this letter in a safe place.

13. Late Charges and Collection Costs – We may require you to pay a late charge if you do not make any part of a payment within 30 days after it is due. We may also require you to pay other charges and fees involved in collecting your loan.

14. Deferment – After you have begun making payments, you may, under certain circumstances, receive a deferment that allows you to temporarily stop making payments on your loan. For example, you may receive a deferment while you are attending school at least half-time or for up to 3 years while you are unemployed. For a complete list of deferments, refer to the Borrower's Rights and Responsibilities statement that you received previously. To request a deferment, contact the Direct Loan Servicing Center.

We do not charge interest on Direct Subsidized Loans during deferment periods. However, we do charge interest on Direct Unsubsidized Loans during deferment periods.

15. Forbearance – A forbearance allows you to temporarily make smaller payments or temporarily stop making payments on your loan. If you cannot make your scheduled loan payments but do not qualify for a deferment, we may give you a forbearance. For example, we may give you a forbearance if you are temporarily unable to make scheduled loan payments because of financial hardship or illness. We may also give you a forbearance under other conditions as described in the Borrower's Rights and Responsibilities statement that you received previously. To request a forbearance, contact the Direct Loan Servicing Center.

We charge interest on both Direct Subsidized Loans and Direct Unsubsidized Loans during forbearance periods.

16. Loan Consolidation - You may consolidate (combine) all of your federal education loans into one loan. Consolidating your loans gives you up to 30 years to pay them back and may lower your monthly payments. That may make it easier to repay your loans. Because you make payments for a longer period of time, you will pay more interest if you consolidate your loans. Contact the Direct Loan Servicing Center for more information about loan consolidation.

17. Loan Discharge – We will discharge (forgive) your loan if:

- we receive acceptable documentation that you died or became totally and permanently disabled,
- you cannot complete your course of study because your school closes, or
- your school falsely certified your eligibility to receive a loan.

We may also discharge your loan up to the amount of any refund that your school should have returned to us, but did not return. We will not automatically discharge your loan if you file for bankruptcy.

In some cases, you may not have to repay your loan if you claim, as a defense against repayment, that your school did something wrong or failed to do something that it should have done. You can make such a defense against repayment only if what your school did or did not do could result in legal action being taken against the school under state law. If you believe that you have a defense against repayment of your loan, contact the Direct Loan Servicing Center.

18. Credit Bureau Reporting – We will report information about your loan to one or more national credit bureaus. This information will include the disbursement dates, amount, and repayment status of your loan (for example, whether you are current or behind schedule in making payments).

19. Demand for Immediate Repayment – We will require you to immediately repay the entire unpaid amount of your loan (on your MPN this is called "acceleration") if you:

- receive loan money but do not enroll at least half-time at the school that certified your eligibility to receive the loan,
- use your loan money to pay for anything other than educational expenses at the school that determined you were eligible to receive the loan,
- make any false statement that causes you to receive a loan that you are not eligible to receive, or
- default on your loan.

20. Default – You are in default on your loan if you:

- do not repay the entire unpaid amount of your loan if we require you to do so,
- have not made a payment on your loan for at least 270 days, or
- do not comply with other terms and conditions of your loan, and we conclude that you no longer intend to honor your obligation to repay your loan.

If you default on your loan, we will report that fact to all national credit bureaus. We may sue you, take all or part of your federal tax refund, and/or garnish your wages so that your employer is required to send us part of your salary to pay off your loan. We will require you to pay reasonable collection fees and costs, plus court costs and attorney fees. You may face other serious consequences.

ORDER SHEET—2000-2001 PROMISSORY NOTES AND RELATED MATERIALS
WILLIAM D. FORD FEDERAL DIRECT LOAN PROGRAM

You may **FAX** your order to the Loan Origination Center —**1-800-557-7396**

You may **MAIL** your order to:

U.S. Department of Education
Loan Origination Center
P.O. Box 5692
Montgomery, Alabama 36103-5692

You may **CALL** to order, just dial— **1-800-848-0978.**

Materials Requested:

Please order the number of BOXES you need. If you need less than the boxed quantity please use the line provided for "individual quantities". This line can also be used in addition to the "per box" line, e.g., if you need 600 Direct Stafford/Ford Loan Promissory Notes (single sheet), you should write 1 on the "per box" line and 100 on the "individual quantity" line.

Master Promissory Notes (pin fed) ____**(2,500 per box)** ____ **(individual quantity)**

Master Promissory Notes (single sheet) ____ **(500 per box)** ____ **(individual quantity)**

Direct PLUS Loan Promissory Notes (pin fed) ____ **(2,500 per box)** ____ **(individual quantity)**

Direct PLUS Loan Promissory Notes (single sheet) ____ **(500 per box)** ____ **(individual quantity)**

Direct PLUS Loan Promissory Note Instructions ____ **(500 per box)** ____ **(individual quantity)**

Direct PLUS Loan Promissory Notes Addendum ____ **(2,000 per box)** ____ **(individual quantity)**

Direct PLUS Loan Pnote Addendum Instructions ____ **(2,000 per box)** ____ **(individual quantity)**

Direct Stafford/Ford Loan Rights and Responsibilities ____ **(250 per box)** ____ **(individual quantity)**

Direct PLUS Loan Rights and Responsibilities ____ **(500 per box)** ____ **(individual quantity)**

Disclosure Statements ________**(500 per box)** ____**(individual quantity)**

[COMPLETE ADDITIONAL ORDER INFORMATION ON REVERSE]

Please fill in the address where we should ship your order. Please avoid using a post office box if possible.

School Name ____

Address ____

____

____

Attn: _________________________ Check here if this is a new address

Date of this request ____________________

Ordered by _________________________ Telephone ______________

Appendix G

Policy Update Q & A

ADDITIONAL UNSUBSIDIZED ELIGIBILITY

The Q&As in this section cover issues related to the eligibility of dependent undergraduates to receive "additional" unsubsidized loan funds at the higher annual loan limits that apply to independent undergraduates. A dependent undergraduate may receive these additional unsubsidized funds only if a parent is unable to receive a PLUS loan. (For example, the maximum annual loan limit—subsidized and unsubsidized combined—for a dependent first-year undergraduate is $2,625. However, an independent first-year undergraduate, or a dependent student whose parent is unable to obtain a PLUS loan, is eligible to borrow up to $4,000 per year in additional unsubsidized funds.) ***All of the policies discussed in this section apply in both the Direct Loan and FFEL programs.***

1. **We offer only Direct Loan Program loans to our student borrowers, but allow parent borrowers to obtain PLUS loans through either the Direct Loan or FFEL programs. If a parent applies for a PLUS loan through one loan program and is denied, does the parent then have to apply for (and be denied) a PLUS loan through the other loan program before we can give additional unsubsidized funds to the student?**

   No. You may award additional unsubsidized loan funds to the student if the parent is denied a PLUS loan in either loan program.

2. **If one parent applies for a PLUS loan and is rejected due to adverse credit, must the other parent apply before the dependent student is eligible for additional unsubsidized loan amounts?**

   No. Only one parent need apply.

3. **Can we award additional unsubsidized funds to a dependent student if the student's parent received a PLUS loan at the beginning of the academic year, but is later denied additional PLUS funds because of adverse credit?**

   Yes. In this situation, the student may receive additional unsubsidized funds for the same loan period for which the parent received the PLUS loan. The PLUS loan funds that the parent received do not affect the student's additional unsubsidized loan limit, but you must count the PLUS loan as estimated financial assistance when determining how much the student is eligible to borrow.

4. **What happens in the reverse situation? Can a parent who was initially denied, but later approved for, a PLUS loan receive PLUS funds if the school has already awarded additional unsubsidized funds to the student for the same loan period?**

   Yes. However, you must cancel any disbursements of the additional unsubsidized loan that have not yet been made. Also, you must count any additional unsubsidized funds that have already been disbursed to the student as estimated financial assistance when determining the PLUS loan amount that the parent is eligible to borrow.

5. **Two divorced parents have agreed to share the cost of paying for their child's education by taking out PLUS loans. Both apply, but one of them is denied because of adverse credit and the other is unwilling to borrow more. Can we award additional unsubsidized funds to the student to make up for the PLUS funds that the one parent had expected to receive?**

   No. A dependent student may receive additional unsubsidized loan funds only if a parent is unable to obtain a PLUS loan. In this case, one of the student's parents has been approved for a PLUS loan.

6. **Is it always necessary for a parent to apply for a PLUS loan and be denied before we can award additional unsubsidized funds to a dependent student?**

   No. You may award additional unsubsidized funds if you determine that the student's parent will likely be unable to obtain a PLUS loan because of exceptional circumstances, and the student's family is otherwise unable to provide the student's expected family contribution. In these circumstances, it is not necessary for the parent to apply for a PLUS loan. However, you must document the reason for the exception.

7. **What are "exceptional circumstances" (see Q&A #6)?**

   These include—but are not limited to—circumstances in which the parent is supported only by public assistance or disability benefits, the parent is incarcerated, or the parent has an adverse credit history.

   Although adverse credit history may be considered an exceptional circumstance, a school does not determine that a parent has an adverse credit history. Rather, the school makes a determination of exceptional circumstances.

   For example, if you can document that a parent is currently 90 or more days delinquent on the repayment of a debt, you may consider this to be an "exceptional circumstance" that would likely preclude the parent from obtaining a PLUS loan based on the PLUS loan eligibility requirements in the Direct Loan and FFEL program regulations (see 34 CFR 685.200(b)(1)(vii)(B) and 34 CFR 682.201(b)(1)(vii)(C)). You must maintain documentation of the exceptional circumstances.

8. **If a parent has already been approved for a PLUS loan, can we still award additional unsubsidized funds to the student if we determine that there are exceptional circumstances?**

   Yes. A parent may be approved for a PLUS loan on the basis of not having an adverse credit history. However, there may be other exceptional circumstances as described above. In this situation, you may cancel the PLUS loan and award unsubsidized funds to the student up to the higher additional unsubsidized limit. Of course, you must document the exceptional circumstances.

9. **If a dependent student received additional unsubsidized funds during the previous academic year because a parent's PLUS loan application was denied due to adverse credit (or the school determined that there were other exceptional circumstances), may we assume that the adverse credit issues or other circumstances still exist and automatically give additional unsubsidized funds to the student the following year?**

   No. You must establish the dependent student's eligibility for additional unsubsidized funds each year. Adverse credit issues or other exceptional circumstances that were present during a prior academic year may no longer exist and therefore must be documented each year.

BORROWER ELIGIBILITY

10. **If a borrower with a defaulted loan regains Title IV eligibility by making satisfactory repayment arrangements or through consolidation, is the borrower's eligibility retroactive to the beginning of the academic year or only to the beginning of the term?**

    Eligibility for Direct Loan Program or FFEL Program loans is retroactive to the beginning of the academic year during which the borrower regained Title IV eligibility.

11. **Does the rule described in Q&A #10 also apply in situations where a borrower was initially ineligible for reasons related to citizenship status, ability to benefit, or satisfactory academic progress, but regains eligibility during the academic year?**

    Yes. However, in the case of a borrower who was initially ineligible for Title IV assistance due to failure to meet satisfactory academic progress standards, your school may have a policy that provides for reinstatement of eligibility at a later date.

12. **How do we verify that a borrower who was in default on a Title IV loan has regained eligibility by making satisfactory repayment arrangements or through consolidation of the defaulted loan?**

    If the National Student Loan Data System (NSLDS) has been updated by the loan holder, the NSLDS Financial Aid History section of the Institutional Student Information Record (ISIR) or Student Aid Report (SAR) and the NSLDS on-line Financial Aid Transcript (FAT) screens will indicate that the borrower has made satisfactory repayment arrangements on a defaulted loan (loan status code "DX"), or that the defaulted loan has been paid in full through consolidation (loan status code "PC"). If this information is not shown, before disbursing any student aid you must obtain a written statement from the holder of the defaulted loan indicating that the borrower has made satisfactory repayment arrangements (that is, six consecutive, voluntary, on-time, reasonable and affordable monthly payments) or that the loan was paid in full through consolidation.

13. **If we disburse Direct Loan funds before the first day of classes and the student withdraws or is expelled before that date, or otherwise fails to attend classes during the period for which the loan is attended, who is responsible for returning the loan money to the Department?**

You must return any loan proceeds that were credited to the student's account. If you disbursed loan proceeds directly to the borrower, you must also return the amount of any payments that the borrower made to the school, up to the amount of the loan proceeds that were given to the borrower.

You should notify the Direct Loan Servicing Center of the amount of any loan proceeds that you gave directly to the borrower (or to the student, in the case of a Direct PLUS Loan) and did not return to the Department. The Department will send a letter to the borrower requiring the return of those funds.

14. **A parent would like to apply for a Direct PLUS Loan, but does not want to provide a Social Security Number. Is there an alternative identifier that we can use to originate a PLUS loan for this borrower?**

No. Except for students who are citizens of certain Pacific islands, the law requires all individuals to provide a valid Social Security Number in order to receive any Title IV aid, including Direct PLUS Loans. You may not originate a PLUS loan for this borrower without the borrower's Social Security Number.

EXIT COUNSELING

15. **What is the earliest date that we may conduct exit counseling? When exit counseling sessions for graduating students are scheduled immediately before graduation, many students do not attend because they are busy with other activities.**

The Direct Loan and FFEL program regulations require schools to conduct exit counseling "shortly before" a borrower ceases at least half-time study. This may be no earlier than immediately before the borrower's final loan disbursement before the borrower leaves the institution. However, a school that chooses to conduct exit counseling at this time may not withhold final disbursements from students who fail to attend the counseling.

LOAN LIMITS

16. **A student who is enrolled in a graduate program is taking a combination of graduate and undergraduate courses during the same academic year. The undergraduate-level courses are part of the requirements for the graduate degree. Based on the number of hours in the graduate-level courses alone, the student's enrollment status would be considered less than half-time. For what annual loan limit is the student eligible? Graduate/professional, or fifth-year undergraduate?**

In both the Direct Loan and FFEL programs, as long as a student has been admitted into a graduate/professional program and is enrolled at least half-time in courses that count toward the graduate/professional degree (even if some of these courses are at the undergraduate level), the student is eligible for the graduate/professional annual loan limit. In other words, it is not necessary for the student to be enrolled at least half-time in *graduate/professional-level* courses in order to receive the higher annual loan limit.

17. Are loan amounts that a student received for graduate study counted toward the student's undergraduate aggregate loan limit?

No. For example, if a student who previously received undergraduate and graduate degrees returns to school to complete a second undergraduate program, only Direct Loan Program or FFEL program loans that the student received for the first undergraduate program are included in determining the student's remaining loan eligibility for the second undergraduate program. If the total amount received for the first undergraduate program does not exceed the undergraduate aggregate loan limits, the student may receive additional funds for the second program, up to the undergraduate limits.

Although loans received for graduate study are not counted toward a student's undergraduate aggregate loan limit, the combined loan amounts received for undergraduate and graduate programs may not exceed the total allowable aggregate loan limits.

Example: An independent student received the following loan amounts for a first undergraduate program and a graduate program:

First undergraduate program:	Graduate program:
$20,500 subsidized	$45,000 subsidized
$10,000 unsubsidized	$40,000 unsubsidized

The student has now enrolled in a second undergraduate program. Only the loans received for the first undergraduate program are counted toward the student's *undergraduate* aggregate loan limit. Since the total amount received for the first undergraduate program ($30,500) does not exceed the aggregate loan limit for an independent undergraduate ($46,000, maximum $23,000 subsidized), the student has remaining loan eligibility of up to $15,500 for the second undergraduate program. However, the loans received for the graduate program must be considered in determining whether the student has exceeded the *total* aggregate loan limits. In this case, the total subsidized amount already received ($65,500) is the maximum subsidized amount that a student may receive for undergraduate and graduate study combined. Therefore, the student may receive only unsubsidized loans for the second undergraduate program.

18. If interest on a subsidized or unsubsidized loan accrues and is capitalized (added to the loan principal), does the capitalized interest count toward a borrower's aggregate loan balance for purposes of determining eligibility for additional loans in the Direct Loan and FFEL programs?

No. In determining whether a borrower has reached the aggregate loan limit, only the unpaid principal balance from the original loan amount is counted. Any portion of a borrower's outstanding principal balance that is the result of capitalized interest should be excluded.

19. **Is there any limit to the number of times that we can give a student the maximum annual loan amount at a particular grade level without the student progressing to a higher grade level?**

There are no federal requirements in the Direct Loan or FFEL programs that limit the number of times a student may receive the maximum loan amount at the same grade level, *as long as the student meets all eligibility requirements (including satisfactory academic progress)* and at least an academic year has elapsed before the student receives another loan. However, you may establish a policy that limits the number of times a student can receive the maximum annual loan amount for a particular grade level. (For example, you could allow students to receive the second-year undergraduate annual loan limit only once.) Such a policy must be the same for all students in the same program and may not be applied on a case-by-case basis.

20. **Do loan amounts that a borrower receives for preparatory coursework or a teacher certification program count toward the borrower's annual loan limit?**

Yes. For example, if a student receives loan funds for preparatory coursework during the fall semester of a fall-spring academic year and then enrolls in a graduate program during the spring semester, the amount received for the preparatory coursework must be subtracted from the graduate student annual loan limit in determining the maximum amount that the student is eligible to borrow for the spring term.

21. **Do amounts borrowed for preparatory coursework or a teacher certification program (see Q&A #20) count toward a borrower's undergraduate or graduate aggregate loan limits?**

The undergraduate aggregate loan limits apply. For example, a dependent undergraduate who has already borrowed $21,000 for undergraduate study could receive no more than $2,000 in additional loans for preparatory coursework or a teacher certification program.

22. **If a borrower qualifies only for a very low subsidized loan amount, are we required to originate a Direct Subsidized Loan for that amount before originating a Direct Unsubsidized Loan?**

In both the Direct Loan and FFEL programs, if a student is eligible for $200.00 or less in subsidized loan funds, you may choose not to give the student a subsidized loan and instead may include that amount as part of an unsubsidized loan.

23. Can we ever refuse to originate a Direct Loan or originate a loan for an amount that is less than the student is eligible to receive?

You may take either action only if you—

- document the reason for the action and provide it to the borrower in writing,
- take such actions only on a case-by-case basis,
- retain documentation that supports the action in the student's file, and
- do not take such actions based on the borrower's race, gender, color, religion, national origin, age, disability status, or income.

The same policy applies in the both the Direct Loan and FFEL programs.

24. Can we calculate loan amounts on the basis of enrollment status? For example, could we have a policy that prohibits half-time students from receiving more than one-half of the applicable annual loan limit?

Can we calculate loan amounts on the basis of the length of the academic year attended by a student? For example, could we have a policy that limits students who are enrolled for only one quarter to no more than one-fourth of the applicable annual loan limit?

Can we limit loan amounts to institutional charges only?

You may not have a *general policy* that limits loan amounts on the basis of enrollment status or the length of period attended, or that limits loans to amounts needed to cover institutional charges. For example, you may not establish policies that reduce loan eligibility for all borrowers who are enrolled less than full-time or who are enrolled for a single term that is *not* a final period of study (that is, if a borrower will not graduate or complete the requirements of the program at the end of that term). Borrowers who are enrolled less than full-time or for a single term may be eligible to receive up to the full applicable annual loan limit, depending on cost of attendance, estimated financial assistance, and expected family contribution.

You may offer aid packages that do not include loans, as long as you notify students that loans are available. Further, you may refuse to originate a loan or may originate a loan for an amount less than a borrower is eligible to receive *on a case-by-case basis*—see Q&A #23. Because you may do this only on a case-by-case basis, you may not have a policy that automatically reduces loan eligibility for *all* borrowers (or for a group of borrowers) who are enrolled on a less than full-time basis or attending less than a full academic year.

25. Is proration required for loans made to students who are enrolled in preparatory coursework or taking courses required for teacher certification?

No. Proration requirements apply to loans made to students who are:

- enrolled in a *program* that is shorter than an academic year, or
- enrolled in a *program* that is one academic year or longer, but in a final period of study that is shorter than an academic year.

MASTER PROMISSORY NOTE (MPN)

Canceling an MPN

26. Can a school contact the Department (for a Direct Loan Program loan) or lender (for a FFEL Program loan) on a borrower's behalf to cancel the borrower's authorization for subsequent loans to be made under an MPN?

No. In both the Direct Loan and FFEL programs, a request to cancel the authorization for subsequent loans to be made under an MPN must come from the borrower, and must be in writing. In the Direct Loan Program, the borrower may submit the written request to the Department or to the borrower's school. If the borrower submits the written request to the school, the school must forward the request to the Department. In the FFEL Program, the borrower must submit the written request to the lender.

Confirmation

27. Can we have different confirmation processes for different groups of borrowers who are receiving second or subsequent loans under an MPN? Or do we have to use the same confirmation process for all borrowers?

Generally, we believe that schools (in both the Direct Loan and FFEL programs) should use the same confirmation process for all borrowers. However, we recognize that in some cases a school may want to establish more than one confirmation process in order to accommodate existing administrative procedures, or because the school believes that it can best inform borrowers of their loan obligations if it uses different confirmation processes for different groups of students.

For example, if your school has a policy that requires undergraduates (but not graduate students) to participate in individual counseling sessions before they receive financial aid, it would be reasonable for you to use the individual counseling sessions to meet the confirmation requirement for your undergraduate borrowers, and to establish a different confirmation process for your graduate student borrowers.

28. What must we do to comply with the regulations requiring that we document the confirmation process or processes established for borrowers who are receiving second or subsequent Direct Loan Program loans under an MPN?

You must retain in paper or electronic format a description of the confirmation process or processes in effect for each academic year in which your school makes second or subsequent loans under an MPN. Ideally, you would include these descriptions in a student handbook or other publication that explains your financial aid policies to students. You do not have to include descriptions of your confirmation process(es) in individual borrower files.

If a borrower challenges the enforceability of a second or subsequent loan made under an MPN, you will be required to submit to the Department in paper or electronic format the description of the confirmation process or processes that were in effect for the academic year in which the loan was made.

29. How long are we required to keep confirmation process documentation (see Q&A #28)?

There is no limit to the length of time you must retain this documentation. That is, you must keep documentation of your confirmation process(es) indefinitely.

Loan adjustment/disbursement

30. For a loan made under a Direct Loan MPN, can we adjust the original loan amount upward after the end of the loan period and then make a late disbursement of the additional amount? Or would the upward adjustment be considered the equivalent of originating a new loan, and therefore something that must be done before the end of the loan period?

In order to make a late disbursement of a Direct Loan Program loan, you must have created the electronic origination record for that loan before the end of the loan period. Making an upward adjustment to the original amount of a loan made under an MPN is not considered to be the origination of a new loan. Therefore, you can adjust the loan amount upward after the end of the loan period and make a late disbursement of the increased amount if you created the electronic origination record for the loan you are adjusting before the end of the loan period. Of course, all of the regular late disbursement rules apply, including the prohibition against making a late second or subsequent disbursement unless the student completed the program or the period of enrollment for which the loan was intended.

The same policy applies to FFEL Program loans made under an MPN. That is, you may increase the original loan amount after the end of the loan period as long as the loan you are adjusting was made before the end of the loan period.

Example: At the beginning of the academic year, you originated a fall-spring loan for $3,000. The student completed both terms and then, shortly after the end of the loan period, you determined that the student was eligible for an additional $500. Since you created the electronic origination record for the loan before the end of the loan period, you may now adjust the loan amount upward and make a late disbursement of the additional $500 within 90 days after the end of the loan period.

31. When we make an upward adjustment to the amount of a loan made under an MPN after one or more disbursements have already been made, how should we disburse the increased loan amount? In one installment? Or must the additional funds be disbursed in more than one installment?

Although the MPN allows you to adjust the original loan amount upward without originating a new loan and having the student sign another MPN, the rules for disbursing additional loan funds have not changed. In most cases, you will disburse the additional loan funds in essentially the same way that you did in comparable situations before the introduction of the MPN. The four examples below show how you would disburse an increased loan amount in various scenarios.

Example 1:

- You originate a fall-spring loan for $3,500 and make the first of two scheduled disbursements at the beginning of the fall term.
- At the beginning of the spring term, the student progresses from grade level 2 to grade level 3 and becomes eligible for an additional $2,000.
- Because the student did not progress to grade level 3 until the spring term, the additional eligibility is *for the spring term only*. You must disburse the increased loan amount in two substantially equal installments during the spring term. You do this by adjusting the second disbursement upward by $1,000 and making a new third disbursement of $1,000 at the midpoint of the spring term.

Example 2:

- A student is eligible to receive $5,500 for a fall-spring loan, but wants to borrow only $4,500. You originate a fall-spring loan for the lower amount requested by the student and make the first of two scheduled disbursements at the beginning of the fall term.
- At the beginning of the spring term (before you have made the second disbursement), the student requests the additional $1,000.
- The student was eligible for the additional $1,000 for the entire fall-spring loan period and could have received half of that amount as part of the first disbursement that was made at the beginning of the fall term. Since the fall term has now elapsed, you may disburse the additional loan amount in a single installment by adjusting the second disbursement upward by $1,000.

Example 3:

- You originate a fall-winter-spring loan for $3,000 and make the first of three scheduled disbursements at the beginning of the fall term.
- Later during the fall quarter (after you have made the first disbursement), the student's loan eligibility increases by $1,200.
- You must disburse the additional $1,200 in three substantially equal installments. You do this by making a new disbursement of $400 in the fall quarter, and then adjusting the remaining two disbursements upward by $400 each.

  It is important to remember that you must process the additional $400 as a new disbursement and not as an adjustment to the first disbursement that was made at the beginning of the fall term, since the student did not actually receive the additional funds on the date of the first disbursement.

Example 4:

- You originate a fall-only loan for a student who does not plan to attend during the spring term of a fall-spring academic year.
- At the beginning of the spring term, after you have fully disbursed the fall-only loan, the student decides to enroll for spring and requests another loan.
- You change the loan period from fall-only to fall-spring, increase the loan amount, and disburse the additional funds that the student is eligible to receive for the remainder of the academic year in a single installment.

General promissory note issues

32. Can we submit an MPN to the Loan Origination Center if the note has been signed by a disabled borrower whose signature is simply an "X"?

The Direct Loan Program regulations require you to provide the Department with a signed, legally enforceable MPN. You may submit an MPN signed with an "X" only if you ensure that the note is legally enforceable in accordance with applicable state law. If applicable state law requires "X" signatures to be notarized, you must have the MPN notarized before sending it to the Loan Origination Center. You must also include a note of explanation with the MPN indicating that the signature is that of the borrower and that you have complied with applicable state law.

33. Can a person with the power of attorney for a borrower sign a Direct Loan MPN?

Yes. However, if the individual with the power of attorney signs the MPN, you must obtain written authorization from the borrower to apply the loan directly to the borrower's account at the school. If there are any remaining funds, you must provide those funds to the borrower by check or other means requiring the borrower's endorsement or authorization.

In addition, you must provide the Loan Origination Center with a copy of the power of attorney document. A photocopy or fax is acceptable—the Loan Origination Center does not require the original power of attorney document.

34. Can a borrower sign a Direct Loan MPN after the loan period has ended?

Yes. However, you must (1) have originated the loan while the borrower was enrolled and eligible, (2) have a signed MPN before disbursing any funds, and (3) make any late disbursement within 90 days after the end of the loan period (or, if the student does not complete the loan period, within 90 days after the date the student ceased to be enrolled at least half-time).

ORIGINATION/DISBURSEMENT

35. A school can make a late disbursement of a Direct Loan Program or FFEL Program loan within 90 days after the end of the loan period. Is there a similar provision that allows a school to originate a Direct Loan Program loan or certify a FFEL Program loan within a certain number of days after the end of the loan period?

No. A loan must be originated or certified while the borrower is enrolled and eligible. This means that a school must originate or certify the loan before the end of the loan period or, if the student does not complete the loan period, before the student ceases to be enrolled at least half time.

36. What is the date of loan origination for a Direct Loan?

The date of loan origination (comparable to the loan certification date in the FFEL Program) is the date that you complete the "process/originate" function in EDExpress, or the equivalent function if you use your own software. (The date of loan origination is *not* the same as the loan origination record "creation date" generated by EDExpress after you have entered borrower/student data items.) It is not necessary to transmit a loan origination record to the Loan Origination Center in order for a Direct Loan to be considered originated—the date of loan origination is recorded in the EDExpress software.

37. Is a school required to make late disbursements?

No. In both the Direct Loan and FFEL programs, a school is not required to make late disbursements if it does not want to do so.

38. When making a late disbursement, may we disburse the full original disbursement amount?

Not in all cases. You may make a late disbursement of a Direct Loan Program loan or FFEL Program loan for an amount equal to the student's documented educational costs for the time the student was enrolled. (Note that educational costs include both institutional and noninstitutional expenses.) In some instances, such as when making a late disbursement to a student who has withdrawn, you must reduce the original disbursement amount because it exceeds the student's educational costs for the time the student was enrolled.

39. Can we make late disbursements to cover unpaid institutional charges only?

Yes, but only on a case-by-case basis. Refer to Q&A #23 for guidance on the conditions under which you may give a student a loan for an amount less than the student is eligible to receive. The same policy applies in both the Direct Loan and FFEL programs.

40. Can we make a disbursement to a student who is on an approved leave of absence?

In both the Direct Loan and FFEL programs, you may make a late disbursement to a student who is on an approved leave of absence if the loan was originated or certified before the beginning of the leave of absence. All regular late disbursement requirements apply, including the requirement that the amount disbursed may not exceed the student's educational costs for the period when the student was enrolled and eligible. In addition, you may not make a late second or subsequent disbursement. See 34 CFR 668.164(g).

41. Can we originate a Direct Loan Program loan or certify a FFEL Program loan while a student is on an approved leave of absence?

Yes, but only for a period of enrollment that will follow the student's return from the leave of absence. That is, the loan period may not include the leave of absence or a period of time before the leave of absence.

42. After a student returns from a leave of absence, can we originate or certify a loan with a loan period that includes the entire academic year?

When a student returns from a leave of absence, you may originate or certify a loan for either the remaining portion of the academic year or the full academic year. If the loan is for the full academic year, you may not include expenses related to the period of the leave of absence in the student's cost of attendance.

PLUS LOANS

43. Is a stepparent eligible to receive a Direct PLUS Loan?

In both the Direct Loan and FFEL programs, a stepparent may receive a PLUS loan if the stepparent's income and assets were, or would have been, taken into account when calculating a dependent student's expected family contribution. For the Direct Loan Program regulations, see 34 CFR 685.200(b)(2); for the FFEL Program regulations, see 34 CFR 682.201(b)(2).

44. Does the 30-day delayed disbursement requirement apply to PLUS loans obtained on behalf of first-time first-year borrowers?

No. This requirement applies only to Direct Loan and FFEL program subsidized and unsubsidized loans made to student borrowers.

45. Can a student be an endorser on a PLUS loan?

No. To promote sound borrowing practices, the Department does not permit students to serve as endorsers on PLUS loans in the Direct Loan or FFEL programs.

46. Can someone who is not a U.S. citizen or national, permanent resident, or eligible non-citizen serve as an endorser on a PLUS loan?

No. Because an endorser might potentially be required to assume responsibility for repaying a PLUS loan, he or she must be someone who can reasonably be expected to be in the United States for other than temporary purposes. For this reason, the Department requires an endorser (in both the Direct Loan and FFEL programs) to meet the same citizenship and residency requirements as a borrower. That is, an endorser must be a U.S. citizen or national, permanent resident, or eligible non-citizen.

47. What are we required to do if we unknowingly make a Direct PLUS Loan disbursement after the date of the PLUS borrower's death?

Direct Loan funds may not be disbursed after the death of the borrower. Because Direct PLUS Loan funds are generally applied to the student's school account rather than disbursed to the borrower, it is possible that a school may make a PLUS loan disbursement without knowing that the parent borrower has recently died. When the Direct Loan Servicing Center learns that a Direct PLUS Loan borrower has died, it will immediately notify you of any PLUS disbursements that were made after the date of the borrower's death. You should work with the Direct Loan Servicing Center to resolve the situation.

PROGRAM PARTICIPATION

48. Is it true that schools may no longer award "additional" Direct Unsubsidized Loan amounts to dependent undergraduates on the basis of the school's decision not to participate in the Direct PLUS Program. If so, when does the new policy take effect?

This is correct. We have reconsidered our previous policy as a result of discussions that took place during the negotiated rulemaking sessions that were held in 1999 to develop regulations implementing the Higher Education Amendments of 1998.

In both the Direct Loan and FFEL programs, a school may no longer award "additional" unsubsidized loan funds to a dependent undergraduate based on the school's decision not to participate in the Direct or Federal PLUS programs. The new policy is in effect for any loan period that begins on or after July 1, 2000.

49. Can we choose to participate in the Direct Subsidized Loan Program, but not in the Direct Unsubsidized Loan Program?

Yes. The Department's previous policy required schools that participate in the Direct Loan or FFEL programs to make both subsidized and unsubsidized loans available to all eligible students. However, as a result of changes made by the Higher Education Amendments of 1998, the law now provides that a school may choose whether it will participate in any of the individual loan programs (subsidized, unsubsidized, or PLUS). This means, for example, that you may choose to offer only subsidized loans to your students.

50. Can we establish a policy of not making additional unsubsidized funds available to dependent students whose parents are ineligible for Direct PLUS Loans?

No. If you participate in the Direct Unsubsidized Loan Program or the unsubsidized Federal Stafford Loan Program, you may not have a policy that prohibits otherwise eligible dependent students from receiving additional unsubsidized funds. Both the law and federal regulations provide that dependent students whose parents are ineligible for PLUS loans may borrow additional unsubsidized amounts at the higher annual loan limits normally available only to independent undergraduates.

51. We offer only Direct Loan Program loans to our student and parent borrowers. Can we refuse to certify a FFEL Program loan for a borrower who requests a loan through that loan program rather than through the Direct Loan Program?

Yes. If your school has chosen to participate only in the Direct Loan Program or only in the FFEL Program, there is no federal requirement that prohibits you from refusing to make loans from the other loan program available to your student and parent borrowers.

An institution that participates in both loan programs may provide loans through either program to certain groups of borrowers (for example, graduate students or students attending a particular campus) or to individual borrowers. However, a school that participates in both programs is not *required* to offer each borrower at that institution a choice of a Direct Loan or a FFEL Program loan.

52. We are switching from the FFEL Program to the Direct Loan Program and want to make summer term Direct Loans to students who received FFEL Program loans for the immediately preceding fall and spring terms. We treat the summer term as a trailer. Is this permissible?

Yes, as long as there is no overlap in the loan periods. The law prohibits borrowers from receiving loans through both programs for the same loan period. Of course, you must include any FFEL Program loan amounts that a borrower received when determining the borrower's remaining loan eligibility for the summer trailer.

Appendix H

Excess Cash Transmittal Form

Direct Loans
William D. Ford Federal Direct Loan Program

Excess Cash/Borrower Payment Transmittal

Section I: If you are returning Direct Loan money, because	Instructions:
1. you drew down more money than you could disburse within 3 business days.	**If you are returning money for program years 94/95, 95/96, 96/97, or 97/98, please call the Direct Loan Operations Team at 202-205-6466 for directions.** If you are returning money for all other program years, complete the following steps: A: Process the extra money as excess cash. You must return excess cash by check or electronic funds transfer (ACH/FEDWIRE). If you are returning $100,000 or more, you must return the money by FEDWIRE. B: If you are returning excess cash by: (1) Check (a) Make checks payable to the U.S. Department of Education. (b) Complete Section II, A and C on page 2 of this form. Complete one form for each excess cash transaction. (2) ACH or FEDWIRE – Return the money to Wachovia Bank, NA, Atlanta, GA Routing Number: 061000010 Account Number: 13028525 In the beneficiary section of the wire, include Direct Loan School Code, Program Year (PY), and the words "Excess Cash". Ex: G00000, PY 99/00, Excess Cash.
2. you are making a downward adjustment on a borrower's loan • due to a borrower returning loan money 120 days or less after the disbursement date **OR** • to comply with Title IV regulations.	For Program Years 94/95, 95/96, 96/97, or 97/98, see instructions above for #1 above. For other Program Years, complete the following steps: A: If the Program Year is still open, make an electronic downward adjustment to the borrower's loan record(s) **AND** B: (1) Process the money as excess cash following the instructions for #1 above. **OR** (2) If your school's loan origination level is Option 2 (Level 1), you may return the money to your Title IV account if you anticipate that you will be able to disburse it to another borrower. However, the money must be either disbursed or returned to the Department within 7 calendar days.
3. a borrower returned loan money more than 120 days after the date of disbursement.	For all program years, complete the following steps: A: Process the money as a payment on the borrower's loan. **Don't** make any electronic adjustments to the borrower's loan record(s). B: Make checks payable to the U.S. Department of Education. C: Complete Section II, B and C on page 2 of this form.

IF YOU HAVE ANY QUESTIONS, PLEASE CALL THE LOAN ORIGINATION CENTER, SCHOOL RELATIONS AT 1-800-848-0978 OR YOUR REGIONAL CLIENT ACCOUNT MANAGER.

Direct Loans
William D. Ford Federal Direct Loan Program

Excess Cash/Borrower Payment Transmittal

Section II:
A: EXCESS CASH

1: Place a check mark next to the Program Year for which money is being remitted (returned):

_____ 98/99 = Year 5
_____ 99/00 = Year 6
_____ 00/01 = Year 7
_____ 01/02 = Year 8

2: Complete C below.

B: PAYMENT to Borrower's Account:

If the money is being applied to only one loan, complete 1, 2 & 3 below.

If the money is being applied to multiple borrowers or loans (i.e., subsidized and unsubsidized), attach a listing indicating the borrower's name, loan ID, and payment amount. Then complete C below.

1: What is the Borrower's Name? ____________________

2.: What is the Loan ID? ____________________

3: Complete C below.

C: Basic information

School Name: ____________________

Direct Loan School Code (G or E): ____________________

Date Check Mailed: __________ **Check #:** __________ **Amount:** __________

School Contact's Name: ____________________

School Contact's Phone Number: (   ) ____________________

I certify that the information provided above is true and accurate. If Section II A is completed, I am returning funds to comply with Title IV requirements.

School Contact's Signature ____________________

If you are returning excess cash, mail the check and form to:

U S Department of Education
Loan Origination Center
Attn: Excess Cash
P O Box 2011
Montgomery, Alabama 36102-2011

If you making a payment to the borrower's account, mail the check and form to:

U S Department of Education
Direct Loan Payment Center
P O Box 746000
Atlanta, Georgia 30374-6000

Appendix I

EDExpress Reject Edits

Combination Edits

The following edits are EDExpress edits that you may encounter when importing from your institutional system into the EDExpress database.

Combination Edits

Edit	Field Name	Table	Condition	Message
1010	Parent's Date of Birth	LOAN DEMO	Plus only If student's date of birth=parent's date of birth	Parent's date of birth may not be the same as the student's date of birth
1025	Borrower Default on Education Loans	LOAN	If changed to Y and actual disbursements exist	All current and future disbursements must be adjusted to $0 prior to changing default status to (Y)es
1035	Dependency Status	LOAN	If dependency status = D and yr in college = 7	Graduate students cannot be dependent
1045	Loan Amount Approved	LOAN	If entered and dependency status or college grade level are blank	Loan amount approved cannot be entered unless dependency status and college grade level are present
1055	Loan Amount Approved	LOAN	For Records where Loan Type = S or U HEAL Flag = Blank Add'l Unsub Flag = Blank Dep Status = D Grade level = 1,2 Loan Amt approved > 2625 **OR** For Records where Loan Type = S or U HEAL Flag = Blank Add'l Unsub Flag = Blank Dep Status = D Grade level = 3 Loan Amt approved > 3500 **OR** For Records where Loan Type = S or U HEAL Flag = Blank Add'l Unsub Flag = Blank Dep Status = D Grade level = 4, 5, 6 Loan Amt approved > 5500 **OR**	The Loan Amount Approved for this Loan Exceeds Annual Loan Limits for this Student Maximum Loan Amount [99999]

Combination Edits (Continued)

Edit	Field Name	Table	Condition	Message
			For Records where Loan Type = U HEAL Flag = Blank Add'l Unsub Flag = Y Dep Status = D Grade level = 1, 2 Loan Amt approved > 6625 **OR** For Records where Loan Type = S HEAL Flag = Blank Add'l Unsub Flag = Y Dep Status = D Grade level = 1, 2 Loan Amt approved > 2625 **OR** For Records where Loan Type=U HEAL Flag = Blank Add'l Unsub Flag = Y Dep Status = D Grade level = 3 Loan Amt approved > 7500 **OR** For Records where Loan Type = S HEAL Flag = Blank Add'l Unsub Flag = Y Dep Status = D Grade level = 3 Loan Amt approved > 3500 **OR** For Records where Loan Type = U HEAL Flag = Blank Add'l Unsub Flag = Y Dep Status = D Grade level = 4, 5, 6 Loan Amt approved > 10500 **OR**	

BEST COPY AVAILABLE

Combination Edits (Continued)

Edit	Field Name	Table	Condition	Message
			For Records where Loan Type = S HEAL Flag = Blank Add'l Unsub Flag = Y Dep Status = D Grade level = 4, 5, 6 Loan Amt approved > 5500 **OR** For Records where Loan Type = U HEAL Flag = Y Add'l Unsub Flag = Blank Dep Status = D Grade level = 5, 6 Loan Amt approved > 22167 **OR** For Records where Loan Type = U HEAL Flag = Y Add'l Unsub Flag = Y Dep Status = D Grade level = 5, 6 Loan Amt approved > 27167 **OR** For Records where Loan Type = U HEAL Flag = Blank Add'l Unsub Flag = Blank Dep Status = I Grade level = 1, 2 Loan Amt approved > 6625 **OR** For Records where Loan Type = S HEAL Flag = Blank Add'l Unsub Flag = Blank Dep Status = I Grade level = 1, 2 Loan Amt approved > 2625 **OR**	

Combination Edits (Continued)

Edit	Field Name	Table	Condition	Message
			For Records where Loan Type = U HEAL Flag = Blank Add'l Unsub Flag = Blank Dep Status = I Grade level = 3 Loan Amt approved > 7500 **OR** For Records where Loan Type = S HEAL Flag = Blank Add'l Unsub Flag = Blank Dep Status = I Grade level = 3 Loan Amt approved > 3500 **OR** For Records where Loan Type = U HEAL Flag = Blank Add'l Unsub Flag = Blank Dep Status = I Grade level = 4, 5, 6 Loan Amt approved > 10500 **OR** For Records where Loan Type = S HEAL Flag = Blank Add'l Unsub Flag = Blank Dep Status = I Grade level = 4, 5, 6 Loan Amt approved > 5500	

Combination Edits (Continued)

Edit	Field Name	Table	Condition	Message
			For Records where Loan Type = U HEAL Flag = Blank Add'l Unsub Flag = Blank Dep Status = I Grade level = 7 Loan Amt approved > 18500 **OR** For Records where Loan Type = S HEAL Flag = Blank Add'l Unsub Flag = Blank Dep Status = I Grade level = 7 Loan Amt approved > 8500 **OR** For Records where Loan Type = U HEAL Flag = Y Add'l Unsub Flag = Blank Dep Status = I Grade level = 5, 6 Loan Amt approved > 27167 **OR** For Records where Loan Type = U HEAL Flag = Y Add'l Unsub Flag = Blank Dep Status = I Grade level = 7 Loan Amt approved > 45167	
1056	Student Signed Note	LOAN	During Import Change process, loan type is S or U (Stafford) and Student Signed Flag is Y	Student signature only accepted on PLUS loans
1060	Loan Amount Approved	LOAN	If Loan Amount Approved is greater than Loan Amount Requested (PLUS ONLY)	Loan Amount Approved may not be greater than the Loan Amount Requested
1065	Borrower Signed Note	LOAN	If Signed Flag entered as Y and Pnote status is N or R and Pnote indicator is not = F	Promissory note may not be signed prior to printing note

551

Combination Edits (Continued)

Edit	Field Name	Table	Condition	Message
1075	Loan Amount Requested	LOAN	If Loan Amount Approved is less than Loan Amount Requested (PLUS ONLY)	Loan Amount Requested may not be greater than the Loan Amount Approved
1076	Disbursement-Anticipated Gross Amount	ANTICIPATED	If the amount is changed and the sum of the disbursements is not equal to or less than the loan amount approved (Stafford only)	Anticipated Gross Loan Total must be less than or equal to Loan Amount Approved
1077	Disbursement-Anticipated Gross Amount	ANTICIPATED	If the amount is changed and the sum of the disbursements exceeds the loan amount approved	Anticipated Gross Loan Total may not exceed the Loan Amount Approved
1080	Borrower Signed Note	LOAN	If Borrower Signed Note Date is changed to blank	Date Signed Note Received cannot be changed to blank
1085	Borrower Signed Note	LOAN	If Borrower Signed Flag is N and signed note received date is non-blank If Borrower Signed Flag is Y and signed note received date is blank	Borrower Signed Flag required on received notes Date note received required on signed notes
1086	Borrower Signed Note Date	LOAN	If borrower signed note date is in the future	Borrower Signed Note Date may not be in the future
1090	Borrower's Citizenship	LOAN	If changed to blank for (PLUS only)	Citizenship may not be changed to blank
1106	Borrower's Alien Registration Number	LOAN	If Alien Registration Number is non-blank and citizenship status is 1	Alien Registration Number must be blank for citizens
1100	Borrower's Citizenship	LOAN	If changed to 3 (PLUS only)	All anticipated and actual disbursements must be ~~cancelled~~ ***adjusted to zero*** prior to entering citizenship of Not Eligible
1125	Loan Period End Date	LOAN	If Loan Period End Date is less than or equal to loan period start date	Loan Period Start Date must be prior to Loan Period End Date
1126	Loan Period End Date	LOAN	If Loan Period End Date is more than 12 calendar months past the loan period start date	**WARNING** – LOC may reject this record as Loan Period may not be greater than 12 calendar months
1135	Academic Year End Date	LOAN	If Academic Year End Date is more than 12 calendar months past the Academic Year Start Date	**WARNING** – LOC may reject this record as Academic Year may not be greater than 12 calendar months
1136	Academic Year End Date	LOAN	If Loan Period Start Date is less than Academic Year Start Date OR If Loan Period End Date is greater than Academic Year End Date	Loan Period must be within Academic Year Review Loan Period Start and End dates and Academic Year Start and End dates
1170	School Code	LOAN	During Import Change process, if changed and saved to database different than what is previously on the database and the origination status is not N	School Code may not be changed after origination

Combination Edits (Continued)

Edit	Field Name	Table	Condition	Message
1180	Disbursement-Anticipated Date	ANTICIPATED	If dates are out of order	Anticipated disbursement must be in ascending date order.
1195	Action Date	ACTUAL	If the transaction date entered is prior to the transaction date of the 1st actual disbursement on the database, use the transaction with Type G or N, unless a Type Q transaction exists. If a Type Q transaction exists, use the date of the Type Q transaction with the highest sequence number	Actual Disbursement Date entered may not be prior to the 1st Actual Disbursement Date
1215	Action Type	ACTUAL	If Inactive Flag is Y and actual disbursements added	This Loan is currently Inactive. You must remove the Inactive Flag before making any disbursements
1220	Action Type	ACTUAL	If action type U is entered and a disbursement record already exists for this disbursement (For Import External Change and Multiple Entry only)	Actual Disbursement record already exists for this disbursement
2000	Disbursement-Anticipated Date	ANTICIPATED	If date entered is more than 10 days before Loan Period Start Date	Anticipated Disbursement date #N may not be more than 10 days prior to Loan Period Start Date
2001	Action Date	ACTUAL	If date entered is more than 10 days before Loan Period Start Date	**WARNING** – The LOC may reject this record since Actual Disbursement date #N may not be more than 10 days prior to Loan Period Start Date
2005	Disbursement-Anticipated Date	ANTICIPATED	If disbursement date is after loan period end date	**WARNING** – The LOC may reject this record since Anticipated Disbursement date must be prior to loan period end date
2010	Anticipated Detail fields	ANTICIPATED	If anticipated date is not present and any other anticipated detail is present	Anticipated Disbursement #N detail fields may not be completed without an anticipated disbursement date
3000	Action Type	ACTUAL	If the PLUS Credit check indicator is blank, N, X, F, or D and any action type is entered (PLUS only)	Actual Disbursement #N may not be made with a blank, Pending, Failed or Credit Denied Credit Decision status on PLUS loan
3020	Disbursement Refund Date	ANTICIPATED	If disbursement refund date left blank and code non-blank	Refund date required on refunded loan
3030	Disbursement Refund Code	ANTICIPATED	If refund code left blank and date non-blank	Refund code required on refunded loan
3040	Action Date	ACTUAL	If date empty and at least one detail field non-blank (For Import External Change Only)	Disbursement date required to disburse loan

Combination Edits (Continued)

Edit	Field Name	Table	Condition	Message
3042	Action Type	ACTUAL	If Disbursement Type Q and current disbursement # is not Accepted or Batched	Disbursement must be Accepted or Batched
3044	Action Date	ACTUAL	If Disbursement Type Q date is after subsequent Disbursement Type G or N Date If any subsequent disbursement contains a Type Q transaction, edit against the date of the Type Q transaction with the highest sequence number Example Disb #1 original date 7/15/2000 Q for Disb #1 date 7/20/2000 Disb #2 date 7/18/2000	Adjusted Disbursement Date of the first disbursement cannot be after a subsequent disbursement date
3050	Action Amount	ACTUAL	If action type of G or N is entered and amount is equal to zero	Actual Disbursement Amount #N may not be equal to zero
3051	Action Amount	ACTUAL	If action amount gross is same as previous gross amount for this disbursement number	You may not enter an action amount where the Gross Amount is the same as the previous transaction for this disbursement number
3080	Action Date	ACTUAL	If date entered is after current date	Actual disbursement #N may not be in the future
3090	Actual Gross Amount	ACTUAL	If the prom note status is equal to N, R or P and the origination status is N or R and the entered amount is changed and saved as non-zero	Promissory Note must be signed unless MPN Exists Flag is set and Loan record batched to be sent prior to entering Actual Disbursement #N
3100	Action Type	ACTUAL	If action type entered is A or J and date entered is before date on actual disbursement (type G or N)	Adjustment may not be prior to actual disbursement
3105	Action Date	ACTUAL	If the action date is 91 days or more greater than the loan period end date	**WARNING** – This Disbursement Date is 90 days past the Loan Period End Date and will be rejected by the LOC unless your institution has prior approval from the Department of Education
3112	Action Type	ACTUAL	If action type entered is N or J and Alternate Originator Flag in database is (Y)	Net disbursements may not be entered by institutions where the servicer performs their drawdown request for funds
3900	Disbursement-Anticipated Gross Amount	ANTICIPATED	During Import Change process, if the loan origination status is equal to N and a disbursement is non-blank	Anticipated Disbursements may not be changed prior to originating a loan

Combination Edits (Continued)

Edit	Field Name	Table	Condition	Message
3910	Actual Gross Amount	ACTUAL	If the sum of all disbursements exceeds the loan amount approved (Stafford only)	Actual Gross Loan Total may not exceed the Loan Amount Approved
3911	Actual Gross Amount	ACTUAL	If the sum of all disbursements exceeds the loan amount approved (PLUS only)	Actual Gross Loan Total may not exceed the Loan Amount Approved
3914	Actual Gross Amount	ACTUAL	CANCODE is set to Y (through multiple entry/ import change) and sum of actuals	You must first adjust all Actual Disbursements to $0 before you can mark this loan inactive
3915	Actual Gross Amount	ACTUAL	If change to all Actual Disbursements = sum of $0 and Loan Inactive Flag = blank If user selects OK, then set Loan Inactive Flag to Y If user selects Cancel, do not set Loan Inactive Flag to Y	You have adjusted all Actual Disbursements to $0. Do you wish to mark this Loan as Inactive?
3920	Loan Amount Approved Anticipated Gross Amount	ANTICIPATED LOAN	If change to Loan Amount Approved = $0, the current sum of all Actual Disbursements = $0 and the Loan Inactive Flag = blank If user selects OK, set the Inactive Flag to Y If user selects Cancel, do not set Loan Inactive Flag to Y	You have adjusted the Loan Amount Approved to $0. Do you wish to mark this Loan as Inactive?
3995	Actual Gross Amount	ACTUAL	If Required Entrance Interview Flag is checked in system setup, and College Grade Level on Demo record = 1 or 2, and Entrance Interview Flag on demo is not checked	Actual disbursements may not be saved without an Entrance Interview for Grade Level 1 or 2
4000	Anticipated Disbursement Number	ANTICIPATED	If Anticipated Disbursement Numbers greater than or equal to 5 exist on a PLUS loan	PLUS loans can only contain 4 anticipated disbursements

Appendix J

CAM Telephone Directory

DIRECT LOAN CLIENT ACCOUNT MANAGEMENT STAFF
PHONE LIST

REGION I (MA, ME, NH, VT, RI, CT)

10 Causeway Street, 3rd Floor- Room 341, Boston, MA 02222
PHONE (617) 565-6911 FAX (617) 565-8636

NAME	PHONE	E-MAIL ADDRESS
Sola, David A	(617) 565-5810	David_sola @ed.gov
Ellis, Ja-mel	(617) 565-8616	Ja-mel_Ellis@ed.gov
Dooley, Nancy	(617) 565-8642	Nancy_dooley@ed.gov
Wardle, Matt	(617) 565-6192	Matt_Wardle@ed.gov
Wojick, Anita	(617) 565-6367	Anita_Wojick@ed.gov

REGION II (NY, NJ, PR, VI)

75 Park Place, 12th Floor, New York, NY 10007
PHONE (212) 264-8012 FAX (212) 264-1666

NAME	PHONE	E-MAIL ADDRESS
Carroll, Marie Gamble	(212) 637-6398	Marie_carroll@ed.gov
Carvallo, Rogelio	(212) 637-6402	Rogelio_carvallo@ed.gov
Devito, Linda	(212) 637-6401	Linda_devita@ed.gov
Eadie, Larry	(212) 637-6404	Larry_Eadie@ed.gov
Parkinson, Misty	(212) 637-6407	Misty_parkinson@ed.gov
Tschinkel, Robert	(212) 637-6406	Robert_tschinkel@ed.gov
Vreeland, Kristen	(212) 637-6399	Kristen_Vreeland@ed.gov

REGION III (PA, MD, VA, WV, DE, DC)

Wanamaker Bldg., 100 Penn Square East, Suite 513, Philadelphia, PA 19107
PHONE (215) 656-5929 FAX (215) 656-5964

NAME	PHONE	E-MAIL ADDRESS
Smith, Gary	(215) 656-5792	Gary_smith@ed.gov
Berry, Bob	(215) 656-5898	Robert_berry@ed.gov
Duffey, Gerard	(215) 656-5953	Gerard_duffey@ed.gov
Grandy, Christine	(215) 656-5886	Christine_grandy@ed.gov
Jacobucci, Mary Ann	(215) 656-5829	Maryann_jacobucci@ed.gov
Makowski, Kathy	(215) 656-5805	Kathy_Makowski@ed.gov
Marrero, Eleanor	(215) 656-5967	Eleanor_marrero@ed.gov
Rorie, Craig	(215) 656-5916	Craig_rorie@ed.gov
Stribling, Janice	(215) 656-5929	Janice_stribiling@ed.gov

REGION IV (GA, FL, AL, MS, TN, KY, SC, NC)

61 Forsyth Street, SW – Room 18T20-A, Atlanta, GA 30303
PHONE (404) 562-6259 FAX (404) 562-6283

NAME	PHONE	E-MAIL ADDRESS
Kaschub, Connie	(404) 562-6257	Connie_kaschub@ed.gov
Banks, Kenneth	(404) 562-6261	Kenneth_banks@ed.gov
Berkley, Keisha	(404) 562-6264	Keisha_berkley@ed.gov
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Appendix K

Direct Loan Bulletin (DLB-00-11)

Direct Loans

BULLETIN

March 2000

Dear Colleague Letter: DLB-00-11

Subject: Using the Multi-Year Functionality of the Master Promissory Note

Dear Partner

This bulletin follows up on Direct Loan Bulletin 00-05, which provided preliminary information on the multi-year function of the master promissory note (MPN). In academic year 2000-2001 eligible schools will be able to originate and disburse 2000-2001 subsidized and unsubsidized loans based on accepted 1999-2000 master promissory notes from any Direct Loan school. Eligible schools can also originate additional 1999-2000 subsidized and unsubsidized loans on the 1999-2000 MPN

The information in this bulletin offers you tips for processing along with attachments for system edits and manual review edits for MPNs, the order form for notes and disclosure statements, and a copy of the Plain Language Disclosure

HINTS FOR PROCESSING

Students Attending 99-00 Summer Term
For students who are attending a 99-00 summer term and have used four disbursements, you can create a new 99-00 loan and the LOC will link it to the existing note

Returning Students
If a student was at your school and received a 99-00 Direct Loan, you do not need another note When you send in your origination records, the LOC acknowledgment will confirm that there is a note and give you the master promissory note ID

Transfer Students
If a student transfers to your school you will be able to check the ISIR record or NSLDS to determine if the student received a 99-00 Direct Loan

For academic year 2001-2002, the ISIR will include a field that indicates a valid MPN is on file at the LOC

For academic year 2000-2001, you should be able to determine if a valid Direct Loan MPN is on file from academic year 1999-2000 by reviewing the NSLDS loan data on the ISIR There are 12 occurrences of loan data on the ISIR, beginning with field #339 Please see the EDE Technical Reference, available on IFAP, for the exact record layout If any of the occurrences contain the following values, you may assume there is a valid MPN on file for that student borrower at the LOC

NSLDS Loan(xx) Program Code = D1 or D2 (DL sub or unsub)

AND

NSLDS Loan(xx) Begin Date > 19990630

Where xx = 01 through 12

Using NSLDS or the ISIR process involves researching individual transfer students. The only way to know with certainty for a significant number of borrowers is to send in origination records. We recommend that you isolate the transfer students and send in batches of loan origination (LO) records for them before they sign notes.

ATTACHMENTS (available on the Direct Loan web site at www.ed.gov/DirectLoan)

Master Promissory Note Edits
We have attached the system edits and the manual review edits for master promissory notes.

Order Form
We have also attached the order form for ordering notes and Disclosure Statements. Although most schools will not need Disclosure Statements, we have them available for schools that send their own disclosures.

Plain Language Disclosure(PDF file [24K])
Finally, we have included a copy of the Plain Language Disclosure as an attachment. In most cases, the LOC will send this along with the Disclosure Statement. However, if you plan to send your own Disclosure Statement, you must enclose a Plain Language Disclosure. These will not be available for order. You may photocopy as many as you need.

Again, the attachments will be posted on the Direct Loan web site as soon as possible at www.ed.gov/DirectLoan

Thank you for your ongoing partnership in the Direct Loan Program.

Sincerely,

Margaret E. White
Acting Lead, Title IV Delivery
Schools Channel

Attachments

-###-

1999-00 Federal Direct Stafford Loan and Federal Direct Unsubsidized Stafford Loan Master Promissory Note Review/Acceptance Guidelines

SECTION A: TO BE COMPLETED BY THE BORROWER

Form Label/Position	Valid Values	Alterations?	Required?
1. Driver's License State and Number	May be left blank. If either license number or state is present, both must be on the P-Note	Yes, with initials	No
2. Social Security No.	Borrower's Social Security Number	Yes, with initials	Yes
3. E-mail address	Student Borrower's Current E-mail Address, May be blank		No
4. Name and Address (street, city, state, zip code)	Must have first and last name. Middle initial is optional. Student Borrower's Permanent Street Address **OR** Student's Street Local Address, May be blank Student Borrower's Permanent City, State and Zip Code **OR** Student Borrower's Local City, State, and Zip Code Must have city, state, and zip. If foreign country, zip must be blank	Yes, with initials Yes Yes	Yes No Yes
5. Date of Birth	Borrower's Date of birth in Month, Day, Year Order	Yes	Yes
6. Area Code/Telephone No.	Student Borrower's Permanent Telephone Number 10 digit telephone number	Yes	No
7. References	2 references - Name, Address, Phone Number, Relationship to the borrower.	Yes	No
8. *Label is preprinted, no label to be printed*	Requested Loan Amount Note: This field doesn't appear on all MPNs.	Yes, with initials	No
15. Borrower's Signature & Date	Signature should match the name in item # 4, with the following exceptions: middle initial may be omitted in the signature and an obvious derivative of the first or middle name may be used (i.e. William/Bill, Richard/Dick)	No alterations are permitted on the borrower's signature; however date may be altered or blank. Signature must be in Blue or Black Ink "X" Signature/Disabled Borrowers may show their symbol, including "X" for a signature. However, we request that the school official provide a statement of school letterhead, indicating that the symbol is the signature of the borrower.	Yes

SECTION B: TO BE COMPLETED BY THE SCHOOL

Form Label/Position	Valid Values	Alterations?	Required?
9. School Name and Address	School Name School's Street Address School's City, State and Zip code	Yes, with school official's initials Yes, with school official's initials Yes, with school official's initials	Yes No Yes
10. School Code/Branch	Direct Loan School Code	Yes	Yes

11. Identification No.	Loan ID of one of the loans associated with this Master Promissory Note. Must be a valid XX-character field	Yes, with school official's initials (only last 2 digits may be modified	Yes

Additional Reasons for P-note rejection:
Promissory Note Text or Signature Altered
Signed date on promissory note is after the expiration date on the form
Promissory Note marked "copy" or "non-negotiable"

1999-00 Federal Direct PLUS Loan Promissory Note Review/Acceptance Guidelines

SECTION A: TO BE COMPLETED BY THE BORROWER			
Form Label/Position	**Valid Values**	**Alterations?**	**Required?**
1. Identification No. (a)	Loan ID Promissory Note Print Sequence #	Yes, with school official's initials (only last 2 digits may be modified	Yes
2. Social Security No.	Borrower's Current SSN	Yes, with borrower's initials	Yes
3. Loan Amt. Requested	Loan Amount Requested by the borrower	Yes, with borrower's initials. Changing the loan amount requested from blank to zero to an amount is not considered an alteration.	Yes.
4. Date of Birth	Borrower's Date of Birth, MM/DD/YYYY formation.	Yes	Yes
5. U.S. Citizenship Status (Check one)	Citizenship Status Alien Registration Number	Yes, with Initials	Yes. If "Permanent resident/other eligible alien" is selected, the Alien Registration # must be present. If "Neither" is selected, the note will reject.
6. Name and Address	Borrower's Last Name, First Name, Middle Initial. Middle Initial is optional Borrower's Permanent or Local Street Address Borrower's Permanent or Local City State, and Zip Code. If foreign country, zip must be blank.	Yes, with Initials Yes. Yes.	Yes. No. Yes.
7. Driver's License (State-No.)	Borrower's Drivers License State and Number. May be blank. If either the license number or state is present, both must be on the p-note.	Yes	No
8. Area Code/Telephone No.	Borrower's Permanent Telephone Number	Yes.	No.
9. Loan Period	Loan Period Start Date (MM/DD/YYYY) and Loan Period End Date (MM/DD/YYYY)	Yes, with initials.	Yes.
Borrower's Signature	Signature should match the name in item # 6, with the following exceptions: middle initial may be omitted in the signature and an obvious derivative of the first or middle name may be	No alterations are permitted on the borrower's signature; however date may be altered or blank.	Yes.

	used (i.e. William/Bill, Richard/Dick) Signature must be in Blue or Black Ink "X" Signature/Disabled Borrowers may show their symbol, including "X" for a signature. However, we request that the school official provide a statement of school letterhead, indicating that the symbol is the signature of the borrower.		
SECTION B: TO BE COMPLETED BY THE SCHOOL			
Form Label/Position	**Valid Values**	**Alterations?**	**Required?**
10. School Name and Address	School Name School's Street Address School's City, State, and Zip Code	Yes, with school official's initial. Yes. Yes, with school official's initials	Yes No. Yes
11. Loan Period	Loan Period Start Date (MM/DD/YYYY) and Loan Period End Date (MM/DD/YYYY)	Yes, with initials.	Yes.
12. School Code/Branch	Direct Loan School Code	Yes	Yes
13. Certified Loan Amount	Loan Amount Approved	Yes, with school official's initials	Yes
14. Anticipated Disbursement Dates	Must include at least two disbursements that fall within the loan period.	Yes, with school official's initials	Yes
SECTION C: TO BE COMPLETED BY THE STUDENT			
Form Label/Position	**Valid Values**	**Alterations?**	**Required?**
15. Name	Student's Last Name, First Name and Middle Initial. Middle Initial is optional.	Yes, with initials	Yes
16. Social Security No.	Student's Current SSN	Yes	Yes
17. U. S. Citizenship Status	Student's Citizenship Status Student's Alien Registration Number	Yes, with initials	Yes. If "Permanent resident/other eligible alien" is selected, the Alien Registration # must be present.
18. Student's Date of Birth	Student's Date of Birth (MM/DD/YYYY)	Yes.	No.

Additional Reasons for P-note rejection:
Promissory Note Text or Signature Altered
Signed date on promissory note is after the expiration date on the form
Promssory Note marked "copy" or "non-negotiable"

The following edits are used to pull p-notes from the normal LOC processing. A manager reviews notes that fail these edits to determine if there's anything than can be done to make the note acceptable. If not, the note is sent back to the school or borrower, as appropriate.

DESCRIPTION	Resolution
MPN-id is blank.	Must have a valid loan ID
SSN is not numeric.	The 9 digit SSN must be numeric values
MPN-type is not "S" or "U" or "P" or "M"	The loan ID type must be a S U or P for and for Program Year 2000/2001 the MPN ID for new MPN's must have an "M"
Loan-year is not numeric.	The two digit loan year must be a numeric value
School type is not "G" or "E".	The first character of the school code must be a G or E
School number is not numeric.	The last 5 digits of the school code must be numeric
Loan sequence number is not numeric.	The character in the MPN ID must be numeric
P-note number is not numeric.	These numbers are the last two digits in the 21 char loan id. They must be numeric.
Date received is zeros.	The date of entry must be a valid date
Loan-type is not "M" (MPN Only) or "P"	The loan type code must be "M" for Stafford and "P" for PLUS loans for program year 2000/2001.
Person first name contains digits.	The first name is required on the P-note
Person date of birth is not a valid date.	The P-Note date of birth must be a valid date

Edits performed during processing that are returned to the school on the promissory note acknowledgement.

APPLIES TO YEAR(S)	ERROR CODES (EXTERNAL)	DESCRIPTION
6, 7	01	Missing origination record.
6	S	Disbursed sum greater than promissory note amount or maximum allowed based on the eligibility fields

Form approved
OMB #1880-1529
Exp. date 10/31/2000

SFA
UNIVERSITY
STUDENT FINANCIAL ASSISTANCE

DEPARTMENT OF EDUCATION
UNITED STATES OF AMERICA

STUDENT FINANCIAL ASSISTANCE
Training Satisfaction Survey

Thank you for taking a moment to answer the following questions. We will use this to evaluate and improve our training and materials. Any information you provide is confidential.

Course ______________________________ Date __________

Location ______________________________

Trainer name(s) ______________________________

Your type of institution: ☐ Public ☐ Private ☐ Proprietary
☐ Undergraduate/Graduate ☐ Clock Hour/Credit Hour

Length of time in financial aid related responsibilities: (years/months) ________

Please complete the following statements using the scale below:

1 = Unacceptable
2 = Poor/less than acceptable
3 = Moderate/Acceptable
4 = Good/More than acceptable
5 = Outstanding/Much more than acceptable
N/A = Not applicable/Unknown/No Comment

GENERAL

1. How well did this training meet your needs for improving your student aid operations?

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ N/A

2. How well did this training meet the overall objectives stated at the beginning of the course?

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ N/A

3. How well did the training announcement describe this training?

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ N/A

TRAINING MATERIALS

4. How helpful were the case studies, charts and other graphic illustrations?

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ N/A

5. Our goal is to provide accurate, clear and organized materials. How do you rate our materials?

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ N/A

PRESENTATION

6. Please rate the presentation and/or slide show for clarity and accuracy.

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ N/A

7. Was enough time devoted to trainee questions and exercises?

☐ Yes ☐ No

8. What suggestions do you have to improve the trainers' presentation?

TRAINING LOGISTICS AND MISCELLANEOUS

9. What additional training would you like us to provide?

10. What comments do you have about the workshop's location and training room?

ADDITIONAL COMMENTS AND SUGGESTIONS

You can now provide your comments on this or any other training session on our Training Information page at www.ed.gov/offices/OPE/announce/trng/ or by sending us an e-mail at **SFA_Training@ed.gov**